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INVENTORY *of* FEDERAL ARCHIVES IN THE STATES



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SERIES IX
DEPARTMENT *of* AGRICULTURE
No. 45 VIRGINIA

HISTORICAL RECORDS SURVEY
WORK PROJECTS ADMINISTRATION

The Historical Records Survey Projects

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PREFACE

This Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works Progress Administration from January 1, 1936, to June 30, 1937, and has been continued in Virginia since that date as a state project of that Administration and of the Work Projects Administration of the Federal Works Agency.

The plan for the organization of the Inventory is as follows: Series I consists of reports on the administration of the Survey, acknowledgments, and general discussions of the location, condition, and content of federal archives in the states. Succeeding series contain the detailed information secured by workers of the Survey, in inventory form, a separate series number being assigned to each of the executive departments (except the Department of State) and other major units of the Federal Government. Within each series No. 1 is a general introduction to the field organization and records of the governmental agency concerned; the succeeding numbers contain the inventory proper, separate numbers being assigned to each state in alphabetical order. Thus, in each series, the inventory for Alabama is No. 2, that for Arizona No. 3, that for Arkansas No. 4, etc.

For each local office information regarding each series, or unit of related records, is presented in the following order: title, inclusive dates ("to date" indicating an open file at the time the information was secured), general description of informational content, description of the system of filing or indexing (if any), a statement of frequency and purpose of use, form of the record itself (bound volumes, sheets in folders, etc.), linear footage, description of the containers, physical condition of the records (not stated if satisfactory), location by room number or other identifying information, and finally the number of the Form 58SA on which this information was originally recorded by a Survey worker and from which it was abstracted for the Inventory. This form is on file in the National Archives.

In Virginia the work of the project was under the supervision of Mr. Terry C. Durham from its inception until September 1936. He was then succeeded by Dr. Kathleen Bruce under whose direction the project was reorganized and a new survey begun. Dr. Bruce has continued in charge of Federal Archives work, although in January 1940 the Survey of Federal Archives was consolidated with the Historical Records Survey with Dr. Bruce as supervisor of the combined project. This inventory of the records of the Department of Agriculture in Virginia was prepared in the Richmond office of the Survey and with the exception of the introduction to each major subdivision and the brief history of each local agency was edited before the final typing by Mr. Lewis J. Darter, Jr., of the Washington office.

Kathleen Bruce

Richmond, Va.
June 30, 1941

Kathleen Bruce, State Supervisor
Historical Records Survey of Virginia

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THE AGRICULTURAL ADJUSTMENT ADMINISTRATION

OHIO

INTRODUCTION

Immediately after the Agricultural Adjustment Act was approved by the President on May 12, 1933, all employees of the Division of Co-operative Extension in Virginia were called to help make its administration effective. Hence the staff of the Extension Service at the Virginia Polytechnic Institute began to work out a program, the purpose of which was to increase the income of the farmers by regulating the supply of agricultural products to the demand, and by fostering trade agreements among producers, processors, and distributors of agricultural products. With the exception of rice, Virginians were growing the basic agricultural commodities recognized under the Agricultural Adjustment Act and in sufficient quantities to justify adjustments in production. The five commodities affected were cotton, wheat, tobacco, hogs, and milk and its products. By October 1, 1933, five AAA programs were under way in the State. As a result 3,000 cotton growers in the Virginia cotton counties took 10,000 acres out of production, for which they received $140,000 in benefit payments; 8,000 wheat growers in 42 counties signed wheat reduction contracts covering 250,000 acres, for which they received over a half million dollars; flue-cured tobacco growers placed 10,000 acres under agreement; 8,000 corn-hog contracts were signed; and milk marketing agreements for Danville, Lynchburg, Newport News, Norfolk, Richmond, Roanoke, and Washington were formulated. From the inauguration of the program in 1933 until its conclusion on January 6, 1936, a total of 120,371 crop adjustment contracts signed by the Virginia farmers were accepted by the AAA. Of these contracts 56,641 were for tobacco, 22,528 were for wheat, 15,631 were for cotton, 7,665 for peanuts, and 17,906 were corn-hog contracts. The benefit payments accruing from these contracts amounted to $7,853,955.45.

In January 1936 the Supreme Court declared the Agricultural Adjustment Act unconstitutional on the ground that it invaded states' rights. This decision automatically repealed the acts which had been passed in support of the original act. The provisions of one of them, the Kerr-Smith Tobacco Act, applied to Virginia. After this the continuance of the work of agricultural adjustment was made possible by the passage of the Soil Conservation and Domestic Allotment Act on February 29, 1936. Under this act, the states administer the program while the Federal Government serves as a coordinating agency to see that the plans proposed are in the interest of agriculture and also of the public. This made it necessary for the General Assembly of Virginia to pass an act to enable the Commonwealth to cooperate in carrying out the new program. The General Assembly passed such an act on March 13, 1936.

The AAA spent a total of $6,126,155.72 on the programs in Virginia for the year 1938 - 1939, allotting the State for the year a total acreage of 2,807,359 acres for soil-depleting crops. The acreage for these crops was distributed as follows: 59,576 acres for cotton, 546,728 acres for wheat, 130,600 for tobacco, 134,270 for peanuts, and 51,000 for potatoes. Eighty-five thousand Virginia farmers, whose farms represented 72.3 percent of the cropland acreage in the State, cooperated in the 1938 program, for which they were paid a total of $4,262,782.44. As the plan operates in 1941, benefit payments are made through the AAA for soil conservation in land-use-planning contracts. Land use planning in Virginia is directed by a committee composed of the chairman of the AAA, the state coordinator of the Soil Conservation Service, the Land Use Planning specialist of the Bureau of Agricultural Economics, and the state directors of the Extension Service and the Agricultural Experiment Station at Blacksburg and the state director of the Farm Security Administration.

The Agricultural Adjustment Administration records in Virginia were surveyed with the records of the Division of Cooperative Extension at the Virginia Polytechnic Institute in Blacksburg. No other AAA records were surveyed with the exception of the records of the Milk Market Administrator, Dairy Section, AAA, in Richmond.

THE AGRICULTURAL ADJUSTMENT ADMINISTRATION

BLACKSBURG

STATE OFFICE
Extension Division Bldg.,
Virginia Polytechnic Institute

This agency operated through the Extension Service of the Virginia Polytechnic Institute at Blacksburg just as soon as it could be set up after the Agricultural Adjustment Act was approved on May 12, 1933. The assistant extension agronomist acts as state director of the agricultural conservation program. At the time this survey was made, all AAA records were included with the Extension Service records because these records were in the custody of extension officials who were working on the program. Later on, the records of the assistant agricultural agronomist, who is the AAA state director, were set up under the Agricultural Adjustment Administration. When the survey was completed a number of AAA records were being held at Blacksburg pending instructions from Washington as to their disposition. The survey of the Extension Division records was completed August 19, 1937.

1. TRANSMITTAL SHEETS, 1933 - 1936. Original and carbons of Form TM-23 for 1934 - 1936, and carbons of TM-23 for 1933 - 1935. State and county, type of tobacco, date of transmittal, name, address, and serial no. of producer, location of farm, allotment purchased, no. of check or money order, date transmittal sheet received by Washington office, and date of audit. Forms with marketing cards of producers submitted to Washington AAA office. Original and carbons returned to state office pending pay to producer; after payment original returned to Washington office. Filed alphabetically by name of county. (Occasionally, official.) 9 x 12 folders, 3 ft., in drawer of steel filing case, and bundle of folders on steel filing case. Dirty, scattered, and worn. R. 301. (366)

2. CORRESPONDENCE OF THE ASSISTANT EXTENSION AGRONOMIST AND ASSISTANT EXTENSION AGRICULTURAL ECONOMIST, 1934. With staff, county agricultural extension agents, officials of Agricultural Administration, Washington, D. C., committees, and individuals, relative to tobacco programs of AAA. Filed by type of tobacco. (Occasionally, official.) 9 x 12 folders, 5 ft., in pasteboard box. Scattered, soiled, and worn. R. 301. (279)

3. CERTIFICATIONS OF ACREAGE COMPLIANCE, 1934. Form T-99. Name and

address of producer, number of farms; supervisor's reports recording base tobacco acreage, average acreage for 1934, acreage allotment for 1934, statement of compliance, signature of producer, and rough drawing of producer's tobacco fields with measurements of each field. Records marked "Ready for Washington". Filed alphabetically by name of producer, under name of county. (Occasionally, official.) 9 x 12 folders, 6 ft. 6 in., in 4 drawers of steel filing case. Older papers soiled and worn. R. 301. (269)

4. PERMANENT RECORD FOR STATE OFFICE, 1934. Form T-23b, statistical record of 1934 crop of flue-cured tobacco. Contract serial nos., total cultivated acreage, number of farms, tobacco acreage and production for 1931 - 1933, base acreage and production, number of rented acres, and allotted acreage and production. Filed alphabetically by name of county. (Rarely, official.) 9 x 14½ loose-leaf board file, 8 in., on steel filing cabinet. Dirty, torn, and worn. R. 301. (280)

5. MARKETING CARDS, 1934 - 1935. For producers who reduced tobacco acreage in accordance with AAA with supporting forms for each type of tobacco produced. T225a, Marketing Card. Producer's agreement and certification of compliance, designation by tenants and sharecroppers of trustee to receive and distribute payments, statement of acceptance of trust by trustee, data for calculating payment, committee's certification as to examination of producer's records, and certification of comptroller as to amount of payment. T-208, Record of Sale Under Allotment. State and county code nos., contract serial no., pounds of tobacco, gross sales price, net sales price, name of producer, and place and date of sale. T-303, Allotment Card. Name and address of producer, date of issue of card, name of issuing officer, unsold allotment, and pounds of tobacco sold. T-300, Receipt for Allotment Card. Number of card issued, number of pounds allotted, and signature of producer. T-123a, Tax Payment Warrant, used in 1934 crop year, replaced by T-208. Segregated according to type of tobacco. Filed alphabetically by name of producer, under name of county. (Frequently, official.) 6½ x 10½ envelopes, 177 ft. 4 in., in 57 drawers of steel filing cases and 32 steel transfer cases. R. 301. (341)

6. STATISTICAL DATA AND COMPLIANCE CORRESPONDENCE RELATIVE TO THE COTTON ADJUSTMENT PROGRAM, 1934 - 1935. Form CPS2, Bankhead Application Data by Production Range for Regular and 1933 Base Producers. County, date, serial no., producer's average, adjusted averages, allotment basis, and final 1934 allotment; general statistical data on cotton including work sheets; Form BA 105, lists of recipients of certificates; Form BA 104b. Allotments approved and register of tax-exemption certificates issued; transmittal sheets; noncompliance forms; and record of Form BA 331 received by counties. Filed alphabetically by name of county. (Occasionally, official.) 9 x 14½ loose-leaf books, 5 ft., in 3 drawers of steel filing case. Soiled and worn. R. 301B. (368)

7. SCHEDULE OF RENTAL PAYMENTS APPROVED AND REGISTER OF CONTRACTS, 1934 - 1935. Form CRT-203. Code nos. for state and county, serial no. of producer, producer's name, percentage of reduction, number of rented acres, amount of rental payment, base acreage, acreage allotment, base acreage production, and initial production allotment, equalization and

adjustment payments, type of tobacco grown, and date of approval of rental payment. Filed chronologically. (Occasionally, official.) 11 x 18 sheets fastened to cardboard covers with staples, 3 ft. 6 in., in pasteboard box on steel filing cabinet. Dirty, torn, scattered, and worn. R. 301. (344)

8. SUMMARY OF OFFERS FOR TOBACCO PRODUCTION ADJUSTMENT, CONTRACT, 1934 - 1935. Form T.82, Work Sheets for County Control Committees, type of tobacco, county, name of producer, number of farms, acres, number of tenants, production acres (1931 - 1934), production in pounds (1931 - 1934), symbol for base option chosen, base acreage, acreage allotment, rental acres, and initial production allotment. Filed alphabetically by name of county. (Occasionally, official.) 14 x 17 papers fastened with staples to cardboard sheets, 1 ft. 6 in., on steel filing case. Dirty, torn, scattered, and worn. R. 301. (340)

9. MISCELLANEOUS RECORDS OF TOBACCO PROGRAM OF AGRICULTURAL ADJUSTMENT ADMINISTRATION, 1934 - 1935. Register of checks paid to producers, and record of net second adjustment and deficiency payments approved. Type of tobacco, lot no., producer's name, net payment, gross second adjustment payment, deficiency payment, administrative expenses, and adjustments payments approved. (Rarely, official.) 11 x 14 loose forms, 9 ft. 4 in., in pasteboard boxes (2). Dirty, scattered, and worn. R. 301. (345)

10. APPLICATIONS FOR ALLOTMENT AND TAX-EXEMPTION CERTIFICATES, Aug. 1934 - Sept. 1935. Form BA-8, Application for Allotment and Tax-Exemption Certificate Pursuant to the Cotton Act. Name and address of operator; basis for determining acreage, yield, and production of cotton; oath and signature of operator; community committee's certification of application, committee's certification of application, and summary of application. Also Form BA-208, replacing Form BA-8, but giving practically same information. Filed alphabetically by name of county. (Rarely, official.) 9 x 14½ loose-leaf books, 20 ft., in 10 drawers of steel filing cases. Soiled and worn. R. 301B. (270)

11. MISCELLANEOUS RECORDS OF THE PEANUT PROGRAM OF THE AGRICULTURAL ADJUSTMENT ADMINISTRATION, 1934 - 1936. Correspondence of local supervisor of AAA peanut program, with Washington officials of AAA, county agricultural extension agents, and individuals relative to different phases of program; memoranda and circular letters concerning program, with memoranda on county, memoranda on compliance, and general memoranda; bills of lading; contract adjustment data; program planning procedure; recommendations; time sheets for employees; transmittal records; payment schedules; and Form PN-19, showing total accepted contracts for county, first transmittal from county, first transmittal by agent, total contracts incomplete, 1934 adjusted production, and 1935 acreage allotted; Form PN-20, Transmittal Sheet for Peanut Production Adjustment Contract. Names and serial nos. of producers and record of 1934 production; Form C Peanut 35, Schedule of Payments Approved. Name of producer, total payments, 1934 crop production and 1934 crop allotment; Form 11, Register of Checks Issued, Sept. - Dec. 1935. Form LRU-5A, Questionnaire, sent to farmers in peanut-growing sections, recording various crops raised by farmers and distribution of crops by agents; also mimeographed circulars of instructions and blank forms used in pro-

gram. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 4 ft. 3 in., in 3 drawers of steel filing case. R. 301A. (265)

12. TRANSMITTAL SHEETS, MISCELLANEOUS COMPLIANCE FORMS, AND MISCELLANEOUS CORRESPONDENCE, 1934 - 1936. Carbons of transmittal sheets, originals in Washington AAA office, with tobacco marketing cards and approved tobacco contracts to allow tobacco grower to obtain payment for reduced acreage. Type of form, code no., state, county, type of tobacco, how cured, serial no. and name of grower; transmittal sheet recording compliance forms returned from Washington with names of tobacco farmers cooperating in AAA tobacco program; and correspondence of assistant extension agronomist and assistant agricultural economist with non-Govt. persons in Va., county agricultural extension agents, and Extension Service staff, relative to AAA tobacco program. Transmittal sheets for 1934 - 1935 include all types of tobacco, while those for 1936 are chiefly for flu-cured tobacco. Filed alphabetically. (Frequently, official.) 9 x 12 folders and 8½ x 11 loose papers, 6 ft., in 3 drawers of steel filing case. Correspondence scattered. R. 210. (363)

13. GENERAL FILES OF FORMS USED IN THE COTTON ADJUSTMENT PROGRAM, 1934 - 1936. Form CR - Cotton 203, Schedule of Contracts Approved for First 1935 Rental Payment. Code nos. for state, county, and tenant; tenant's name, percentage of parity, adjusted yield, base acres, rented acres, rental per acre, farm allotment, acres which may be planted in 1935, and total rental payment; Form DC-1 lists 1934 producers not signing contracts in 1934; Form C-125, Schedule of Payments of Producers Receipted. Bankhead serial no., name of payee, amount and no. of check, payee's signature or receipt for check delivered, and total payment; Form Cotton 101-A, Producer's Undertaking and Statement of Supporting Evidence for 1934 - 1935 Cotton Acreage Reduction Contract to be entered into in 1935. Extent and location of farm, name of producer, land in cultivation in 1933 - 1934, cotton acreage and production, signatures of producer and committeemen; Form Cotton 121, Supplementary Representation of Producer to County Committee and Report of Supervisor. Cotton acreage, and outline of fields and of acreage rented to Secretary of Agriculture; Form Cotton-111 summarizes by county, 1935 supplementary documents relating to 1934 and 1935 cotton acreage reduction contracts entered into in 1934. Form Cotton-109 lists 1935 amendments to 1934 and 1935 cotton acreage reduction contracts signed in 1934. Form BA-306, Record of Individual Producers' Allotments and of Issues of Tax-Exemption Certificates. State, county, serial application no., name and address of producer, allotments, issues of tax-exemption certificates, and certification by State Allotment Board of 1934 allotment. Form BA-305, Allotments Approved and Register of Tax-Exemption Certificates Issued Pursuant to Cotton Act Approved Apr. 21, 1934. State, community, county, name and address of producer, serial nos. of certificates issued, number of certificates issued, allotments in pounds of tax-exempt cotton, parts (pounds) of certificates canceled, and date and receipt of producer for certificates issued. Filed alphabetically by name of county. (Occasionally, official.) 9 x 14½ and 12 x 13½ loose-leaf books and 9 x 12 folders, 13 ft., 1 in., in 3 drawers of wooden and 6 drawers of steel filing cases. Soiled and worn. R. 301B. (364)

14. GENERAL FILES OF RECORDS RELATIVE TO THE AAA WHEAT PROGRAM,

1934 - 1936. Form Wheat 201, Application for Wheat Adjustment Contract, 1936 - 1939. Identification of applicant, wheat history of farm, 1928 - 1935, plot of wheat tracts, and crop distribution; Form Wheat 214 - A, Transmittal Sheet. Name of county, 1936 application no., 1933 - 1935 application no., name of producer, and base acreage; Form Wheat 209, Wheat Certificate of Compliance, 1936. Name of state and of county, description of farms, operator's certification, certification by allotments committee, report of noncompliance, and photostat copies of county listing sheets; Form 11, Register of Wheat Checks. Serial no. of producer, name of producer, and no. and amount of checks issued; also Applications For Wheat Allotment Contract, with acreage of farm and other information helpful in determining procedure; and listing sheets for communities and producers; wheat check sheets of compliance forms received and sent to Washington by state office with serial no. and check, number of compliance forms mailed, rough draft of nature of consent, name of producer, section no., and other information; lists of memoranda and data for 1933 - 1935 wheat allotment contracts; and correspondence of compliance supvr., with Washington officials of AAA, local members of Extension Service staff, dist. and county agricultural extension agents, individuals, and county associations composed of prominent citizens and farmers who aid AAA in many phases of wheat program. Form Wheat 209, sent to Washington as work is completed; Form Wheat 201, returned to county agricultural extension agent as soon as adjustment payments have been made and checked. Form 11, not regarded by this office as of any great value. Filed alphabetically by name of county. (Frequently, official.) 9 x 12 folders and envelopes and 8½ x 12 bundles, 21 ft. 6 in., in 12 drawers of steel filing cases. Dirty and torn. R. 301A. (285)

15. CORRESPONDENCE, 1934 to date. Of assistant agronomist and assistant economist with officials of AAA, Washington, D. C., local extension officials, county agricultural extension agents, and individuals on types of tobacco affected by provisions of AAA of 1933: air-cured, flue-cured, fire-cured, and burley. Correspondence segregated according to type; active and inactive correspondence separated in each group. Certain production-adjustment measures of AAA declared unconstitutional by Supreme Court, January 6, 1936. This portion of program of AAA being closed out as rapidly as possible. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 19 ft. 6 in., in 10 drawers of steel filing cases. R. 210. (281)

16. MISCELLANEOUS FORMS FOR GINNERS' COMPENSATION AND OTHER MATERIAL RELATIVE TO COTTON ADJUSTMENT, 1934 to date. Schedules of disbursements for cotton ginners' pre-audit difference statements, schedule sheets for ginners' compensation, letters of transmittal, applications for tax-exemption certificates, applications for employment in local office, blanket court orders, certificates of completion (clearance sheets), 1934 certificates undelivered, receipts from Washington for corrected contracts, letters of transmittal for tax-exemption certificates, and ginners' information returns. Filed by title of form. (Occasionally, official.) 9 x 12 folders and 9 x 14½ loose-leaf books, 2 ft. in drawer of steel filing case. R. 301B. (365)

17. TOBACCO CONTRACT PAPERS, Apr. 1934 - 1936. Form T-36b. Serial no. of contract; name of grower, base tobacco acreage of farm, total

acreage allotment for farm, base tobacco production for farm in pounds, and initial tobacco production allotment. Form T-56. Certification by community committee of application of tobacco grower for contract, and record of tobacco raised by applicant, 1931 - 1933. Form T-205 covering 11, 12, 13, and 14 types of tobacco for 1936. General provisions of contract, part to be fulfilled by operator and by Secretary of Agriculture, agreements and conditions, base tobacco acreage, operator's representation, and signature and address of operator with his certification. Form T-205-A, carbon of T-205. Filed numerically by producer's no., under name of county. (Occasionally, official.) 9 x 12 folders, 29 ft., in 15 drawers of steel filing cases. Older records soiled and worn. R. 301. (343)

18. MISCELLANEOUS RECORDS OF THE CORN-HOG PROGRAM OF THE AGRICULTURAL ADJUSTMENT ADMINISTRATION, Aug. 1934 to date. Correspondence of commodities representative and compliance supvr, with Washington officials of AAA, dist. and county agricultural extension agents and other members of extension service staff, county associations, and non-Govt. persons on phases of corn-hog program, including approved contracts and corn-hog suspensions; Form CRCH-203, Schedule of Contracts Approved for First Payment, Corn-Hog Program; also transmittal sheets for 1935 corn-hog compliance certificates; summaries of transmittals; work sheets for compiling data; tabulations of corn-hog suspensions made in Washington; expense accounts of compliance supvr.; office copies of bulletins, circular letters, and sample forms; corn-hog compliances for 1934 - 1935 with summaries of first compliance check, disposition of 1935 compliance forms, progress reports of 1935 compliance, and records of transmittal of forms used in corn-hog program. Filed alphabetically. (Frequently, official.) 9 x 12 ring cards and folders, 8 ft. 3 in., in 5 drawers of steel filing cases. Dirty and older records worn. R. 301B. (361)

19. GROWER'S APPLICATION FOR TAX PAYMENT WARRANT, 1935. Form T-313. Grower's Application. Tobacco history for farm (1929 - 1934), type of tobacco grown, and signatures of grower and witnesses; Form T-314, Summary of Approved Allotments for Tax Payment Warrants. Application serial nos., names of persons for whom allotments recommended, estimate of 1935 production, and recommended allotments. Filed alphabetically by name of applicant, under name of county. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Older records soiled and worn. R. 301. (346)

20. FLUE-CURED TOBACCO CONTRACT ALLOTMENTS, 1935. Statistical summary by counties of the number of acres, base and in production allotments, and of sales of producers under Flue-Cured Tobacco Production contracts for 1935. Name of each grower, his contract serial number, the number of his base acres, the per cent of his base acres allowed him for producing, his base production, the initial production allotment; also if any, his additional acreage in production, and the additional sales made by him, under the authority of Form T-160, U. S. Department of Agriculture, Agricultural Adjustment Administration, Tobacco Section, December 1934, Notice of Exercise of Privilege of Secretary of Agriculture with Respect to 1935 Production of Tobacco, Under Fluc-Cured Types 11, 12, 13, and 14 Tobacco Production Adjustment

Contract, and Administrative Ruling No. 37, printed on the reverse side of Form T-160. Filed alphabetically by name of county. (Occasionally, official.) 9 x 12 sheets fastened with staples to ring cards, 1 ft., in drawer of steel filing case. R. 301. (272)

21. BURLEY TOBACCO ALLOTMENT, 1935. Form CR-LEX 205. Name of producer, code no. for type of tobacco, state, county, serial no. of allotment, allotted tobacco acreage for 1935, and allotted tobacco production in pounds for 1935. Filed alphabetically by name of producer, under name of county. (Frequently, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case. Older records worn. R. 301. (271)

22. APPLICATIONS FOR SPECIAL BASE CONTRACTS, 1935. Form T 172. Type of tobacco grown, date of application, county, and name of applicant, and Table 1, Tobacco History for Farm 1929 - 1934; Table II, Tobacco Barns on Farm, with number and size; Table III, Tobacco History of persons living on farm in 1935; and Table IV, acreage, production base, and allotment. Prepared in offices of county agricultural extension agents; copies forwarded to extension director, containing information essential to supervising officials in determining if applicant is eligible for contract and information necessary for drawing up contract. Filed numerically by application no., under name of county. (Frequently, official.) 9 x 12 folders, 7 ft. 6 in., in 4 drawers of steel filing case. Older records soiled and worn. R. 301. (272)

23. SUPERVISOR'S REPORT OF COMPLIANCE OF TOBACCO GROWERS, 1935. Form T-188. Type of tobacco grown, name of producer, acreage owned, acreage rented, 1935 allotment, number of sharecroppers and of tenants, pencil sketch of tobacco field with measurements, and signature of supervisor making report. Forms are for flue-cured, burley, fire-cured, and dark air-cured tobacco. Different types of tobacco records segregated in file. Filed chronologically under name of county. (Occasionally, official.) 9 x 12 folders, 19 ft., in 10 drawers of steel filing cases. Soiled and worn. R. 301. (268)

24. GENERAL CORRESPONDENCE, 1935 - 1936. Of executive secretary in cotton adjustment with local staff, AAA officials in Washington, county agents, and non-Govt. persons, relative to AAA cotton program. Filed alphabetically. (Occasionally, official.) 9 x 14½ loose-leaf books, 4 ft., in 2 drawers of steel filing case. Older records soiled and worn. R. 301B. (342)

25. MISCELLANEOUS FILES OF THE ASSISTANT EXTENSION AGRICULTURAL ECONOMIST, 1935 to date. Copies of applications, official acts and authorizations, correspondence with county agricultural extension agents relative to tobacco program of AAA, statistics on all types of tobacco, recommended adjustments in base tobacco production, tobacco production adjustment contracts, summaries of approved applications for special base tobacco contracts, results of referendum in new AAA program, administrative expenses of programs, reports of nonsigners in 1935 program, expense accounts, and material on new AAA program. Filed by subject. (Frequently, official.) 9 x 12 folders, 3 ft., in 2 drawers of steel filing case. R. 211. (284)

26. WORK SHEETS AND REPORTS OF PERFORMANCE OF THE AGRICULTURAL CONSERVATION PROGRAM, 1936. Form ECR-1, Work Sheet. Utilization of land, yield per acre of principal soil-depleting crops, name and address of owner, name and location of farm, record of other farms owned or operated, record of references, and base acreage and yields; Form ECR-10, Report of Performance. Name and address of farmer, and acreages of soil-depleting crops and soil-conserving crops raised. Filed alphabetically by name of county. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 301A. (339)

27. LISTING SHEETS USED IN AGRICULTURAL CONSERVATION PROGRAM, 1936. Form ECR-6, statistical summary of work performed under this program. Work sheet no., name of operator, county, state, total land in farming unit, total noncrop land, various soil-depleting crops raised, neutral uses of land, preliminary revisions of soil-depleting bases and adjusted soil-depleting bases with yield per acre. Also summary sheets for each community and county. Filed chronologically. (Frequently, official.) 16 x 24 loose sheets, 2 ft., on steel filing cases. Scattered. R. 301A. (275)

28. MATERIAL AND STATISTICS USED IN PLANNING THE 1936 - 1939 PROGRAM, 1936 to date. Correspondence of assistant extension agricultural economist with Washington officials of AAA on new conservation program; statements of allotments for 1936 - 1939 based on past production; and general statistics on new program. Filed by subject. (Frequently, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of steel filing case. R. 211. (282)

29. MISCELLANEOUS FILES, Mar. 1936 to date. Estimates from county agricultural extension agents of expenses incurred in operation of conservation program, records of allotments made to counties, administrative expenses, Virginia allotments, letters of application and authorization, East Central Region administrative orders, pay rolls, supplies ordered and received, and unpaid vouchers for expenditures. Filed by subject. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. R. 301A. (348)

30. TRANSMITTAL SHEETS FOR FORM CAP 2, Mar. 1936 to date. Originals and carbons. State and county, date of transmittal, serial no. of producer, number of producer, number of pounds of cotton reduction for payment, and amount of payment. Filed alphabetically by name of county. (Frequently, official.) 9 x 12 folders, 1 ft. 10 in., in 3 drawers of steel filing case. R. 301B. (362)

31. ALLOTMENT LEDGER, SUBSIDIARY REGISTER OF ENCUMBRANCES, AND FINANCIAL STATISTICAL RECORDS OF THE AGRICULTURAL CONSERVATION PROGRAM, Mar. 23, 1936 to date. Allotments made to Va. counties to carry on conservation program; allotments for each type of expenditure estimated for each county program, itemized list of expenditures made under each allotment, and balances of funds remaining. Contents listed on covers. (Frequently, official.) 11½ x 15½ and 16½ x 23 loose-leaf books, 8 in., in drawer of steel filing case. R. 301A. (266)

32. SUSPENSION MEMORANDA AND CORRECTION SCHEDULES, Apr. 1936 to date. Form CR-CAP 14, Suspension Memorandum for Forms CAP 1 and 2. State of origin, date of suspension, number of forms suspended, Bankhead no., county, no. of transmittal list, reasons for suspension, code no., statement of reasons for suspension, and action required for reinstatement; Form CR-CAP 11a, Correction Schedule for Form CAP 11. Date, state, office, transmittal list no., Bankhead serial no. of producer, and pounds of cotton lint involved. Filed alphabetically by name of county. (Frequently, official.) 9 x 12 folders, 1 ft. 9 in., in 2 drawers of steel filing case. R. 301B. (267)

33. LEDGER CARD RECORDS OF COTTON ADJUSTMENT PAYMENTS, Apr. 1936 to date. Form CAP 6. Name and address of producer, Bankhead serial no., total allotment in pounds, date, transmittal no., number of pounds of cotton reduction of each farmer, amount of payment, total pounds of cotton reduction, and total payments to date for county. Filed alphabetically by name of producer. (Frequently, official.) 7 x 9 cards, 6 ft., in 3 drawers of steel filing case. R. 301B. (367)

34. MISCELLANEOUS RECORDS, Apr. 1936 to date. Correspondence of assistant extension agronomist and assistant extension agricultural economist with officials of AAA, Washington, D. C., extension service staff, county agricultural extension agents and individuals on conservation program; also applications for positions, expense accounts, and budgets. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 4 ft. 6 in., in 4 drawers of steel filing case. R. 210. (277)

35. REPORTS, Apr. 1936 to date. Daily, weekly, and semimonthly statistical reports covering phases of work of executive secretary in cotton adjustments; progress sheets recording by county work done by office force in auditing, typing, reviewing, and receiving forms used in cotton adjustment program with initials of clerk performing work and date of completion; and Form AAA-257. Daily list of absentees in local office. Filed chronologically. (Frequently, official.) 9 x 12 folders, 10 in., in drawer of steel filing case. R. 301B. (273)

36. PUBLIC VOUCHERS FOR COTTON PRICE ADJUSTMENT PAYMENTS, SCHEDULE OF PAYMENTS, AND SCHEDULE OF DISBURSEMENTS, Apr. 1936 to date. Form 1082a, Public Voucher. Amount and nature of payment, name of payee, and appropriation title; Form C-125, Schedule of Payments. Information to support public voucher; and Standard Form 1064, Schedule of Disbursements. Content of containers listed on outside. (Frequently, official.) 9 x 12 folders, 2 ft., in 3 drawers of steel filing case. R. 301B. (347)

37. STATE AND COUNTY CONTROL CARDS, Apr. 1936 to date. County, state, total Bankhead allotment for county, date, no., number of pounds of cotton reduction of each farmer and amount of payment, total amount of cotton reduction and total payments to date for county. Cards sent to Washington to General Accounting Office, checked, corrected in red ink, and returned for permanent filing. Entries made in ledger style. (Frequently, official.) 7 x 9 cards, 1 ft. 6 in., in drawer of steel filing case. R. 301B. (369)

38. CORRESPONDENCE AND ORGANIZATION FORMS, June 1936 to date. Correspondence of assistant extension agronomist with county agricultural extension agents on agricultural conservation program; Form ECR-2, Articles of Association of County Agricultural Conservation Associations, and Form ECR-3, Participation in 1936 Agricultural Conservation Program, showing financial estimates; Form ECR-5, Report of Election Meeting of Board of Directors. Minutes of meetings of board and minutes of community election meetings. Filed alphabetically by name of county. (Frequently, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of steel filing case. R. 301A. (278)

39. GENERAL CORRESPONDENCE, July 1, 1936 to date. Of principal clerk with county agricultural extension agents, Washington officials of AAA, and non-Govt. persons in Va., on AAA budgets and allowances. Filed alphabetically by county and subject. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 301A. (338)

40. COUNTY BUDGETS, July 1, 1936 to date. AAA forms used by the principal clerk: 1027, Budget; ACP-7, Estimate of Administrative Expenses; ACP-8a, Public Voucher for Payments to Agricultural Conservation Associations or Committees of Producers; ACP-9, Statement of Administrative Expenses; ACP-10, Statement of Administrative Expenses, Continuation Sheet; ACP-11, Receipt Schedule; and ACP-12, Individual Receipt. Copies of pay rolls, expense accounts, and travel vouchers for AAA employees. Filed alphabetically by name of county. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 301A. (39)

41. TRANSMITTAL SHEETS FOR FORM CAP 3, Aug. 1936 to date. Form CAP 11B. Bankhead serial no., total amount of money paid each farmer, total amount of money distributed in each county for acreage reduction, total amount of unclaimed checks returned to this office from each county, grand total of approved payments for reduced acreage in all counties, and total amount of money actually disbursed. Transmittal sheets filed under the headings "Received" and "Audited"; audited copies returned to this office from General Accounting Office. Filed alphabetically by name of county. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 301B. (370)

42. WORK PERFORMANCE RECORDS, Aug. 1936 to date. Correspondence of local staff in charge of program with county agricultural extension agents on phases of work, and weekly statistical reports of work carried on under program. Number of supervisors, hours each person worked, and other information. Filed alphabetically by name of county. (Frequently, official,) 9 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. R. 301A. (276)

RICHMOND

DAIRY SECTION
MARKET ADMINISTRATOR
American Bldg., 10th and Main Sts.

This office was established May 1, 1934. It operated under the Dairy Section, Agricultural Adjustment Administration, Washington, D. C. The office was discontinued on November 1, 1937; all AAA records were sent to Washington. The survey of the records was completed on January 21, 1937.

43. RECEIPTS AND BILLS, May 1, 1934 to date. Incidental bills of this office, such as telephone, rent, and office supplies. (Seldom, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 919. (346)

44. BUTTER FAT TESTS, May 1, 1934 to date. Trimonthly milk tests of producers' and distributors' herds. (Daily, official.) 10 x 12 folders, 9 in., in steel drawer of filing case. R. 919. (344)

45. BANK STATEMENTS, May 31, 1934 to date. Monthly statements issued by the bank to its depositors, showing date and amount of each deposit, and date and amount of each withdrawal. (Seldom, official.) 3½ x 8 bundles, 9 in., in steel drawer of filing case. R. 919. (347)

46. GENERAL CORRESPONDENCE, May 31, 1934 to date. Correspondence from milk producers and distributors regarding advancement of the dairy industry. (Daily, official.) 10 x 12 folders, 9 in., in steel drawer of filing case. R. 919. (342)

47. MISCELLANEOUS CORRESPONDENCE, May 31, 1934 to date. Letters from Richmond Dairy Council, and monthly reports to Washington. Reports are summaries of sales and purchases on Richmond market, and financial reports of the milk investigator's office in Richmond. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft. 4 in., in steel drawer of filing case. R. 919. (343)

48. REPORTS OF SALES AND PURCHASES, May 31, 1934 to date. Milk Producers Association reports showing amount of milk sold and purchased. (Daily, official.) 10 x 12 folders, 9 in., in steel drawer of filing case. R. 919. (345)

RICHMOND

DAIRY SECTION
MARKET ADMINISTRATOR
American Bldg., 10th and Main Sts.

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THE BUREAU OF AGRICULTURAL ECONOMICS

OHIO

INTRODUCTION

The divisions which are included in this section were under the Bureau of Agricultural Economics when their records were surveyed in 1937. If the survey had been made subsequent to June 1939, the divisions and their records would have been listed under the Agricultural Marketing Service to which they were transferred in July 1939.

The Bureau of Agricultural Economics was created by the Agricultural Appropriation Act for the fiscal year 1923, approved May 11, 1922. Three departmental units which dealt with marketing problems were merged to form the bureau. These were the Bureau of Markets, the Bureau of Crop Estimates, and the Office of Farm Management and Farm Economics. By the secretary's Memorandum No. 782, effective October 16, 1938, the bureau was extensively reorganized. Under the reorganization, according to United States Government Manual, Fall 1940, "The Bureau formulates coordinated, over all, Department-wide plans and programs relating to agricultural production, distribution, land utilization, and conservation in their broadest aspects. It cooperates with state, county, and community planning groups, and through them encourages farmer participation in the formation of agricultural plans. It collaborates closely with the action agencies of the Department through a permanent coordinating committee and the exchange of liaison representatives. Plans and programs thus formulated, and approved by the Secretary, become the basis of operations for effectuating bureaus." In July 1939 Secretary's Memorandum No. 830 of that month, pursuant to the Agricultural Appropriation Act for the fiscal year 1940, approved June 30, 1939, brought further reorganization, and as a result the Agricultural Marketing Service was established. It was then that the divisions under the Bureau of Agricultural Economics at Richmond and Norfolk whose records are listed in this inventory were transferred with their respective offices, records, and officers in charge from the jurisdiction of the bureau to the jurisdiction of the newly created Agricultural Marketing Service. About the same time, the Bureau of Agricultural Economics established at Blacksburg the Division of State and Local Planning, the only division of the bureau which has functioned in Virginia since the Agricultural Marketing Service was created. At Blacksburg also are the other divisions of the Department of Agriculture with which the Bureau of Agricultural Economics collaborates. These are the Agricultural Adjustment Administration, the Experiment Station, the Extension Service, the Division of Plant Disease Control of the Bureau of Entomology and Plant Quarantine, the district office of the Rural Rehabilitation Division of the Farm Security Administration, and the office of the state coordinator and that of the Land Utilization Division of the Soil Conservation Service. With all these divisions the state acts as a cooperating agency. Thus are concentrated at Blacksburg the offices of

the divisions of the Department of Agriculture which plan Virginia's part in the nation-wide agricultural program.

The services of the bureau have been manifested variously throughout the state. In 1925 a soy bean inspection service was established; in 1926 grain inspection at the Richmond Grain Exchange and meat grading in Norfolk were inaugurated; and in 1926 also a study to determine a more profitable system for tobacco farming was made in Charlotte County, in cooperation with the Virginia Polytechnic Institute. The problems of beef cattle farming and marketing in Southwest Virginia were studied over a four-year period from 1926 through 1930. In 1927 the bureau's division of statistics and historical research began to collect material dating back to 1880 in order to analyze the causes of shifts and charges in agricultural production and income. In the same year in collaboration with the Virginia Polytechnic Institute and the University of Virginia, the bureau made a study of the state tax system, and in 1928 in the Shenandoah section two studies, one on the apple yield, the other on dairy farming in cooperation with the Virginia Polytechnic Institute. In 1928 also, it made a study of dairy farming in the vicinity of Richmond. Egg grading service was established by the bureau about this time, and in Lynchburg tobacco grading service according to Federal standards was made available to individual farmers, while in 1929 another one of its divisions, the division of cooperative marketing, undertook to make a survey of cooperative marketing of farm products giving special attention to the problem of cooperative marketing of potatoes grown on the Eastern Shore. In addition, the division of cooperative marketing established the Board of Cotton Examiners in Norfolk in 1929 in compliance with the cotton futures act. Other activities of the bureau were orchard management projects in the Shenandoah section promoted in 1931; tobacco market news service for Virginia furnished through a Lynchburg office in 1932 - 1933; a survey in 1937 of the fruit and nut trees in the state by age and varieties; and in 1938 and 1939, analyses of certain aspects of the Agricultural Adjustment Administration programs and the legal aspects of landlord-tenant relations.

As this survey was completed in 1937, and as the office of the Division of State and Local Planning was not established until after the bureau was reorganized in 1938 and 1939, the records of the office at Blacksburg, the only office which the Bureau of Agricultural Economics has conducted in Virginia since the reorganization, are not listed in this inventory.

THE BUREAU OF AGRICULTURAL ECONOMICS

NORFOLK

DIVISION OF FRUITS AND VEGETABLES
INSPECTION FIELD HEADQUARTERS
Federal Bldg., 600 Granby St.

This office was established in 1923 soon after the act creating the Bureau of Agricultural Economics was passed by Congress in 1922. It was located in the Board of Trade Building, Atlantic and Plume Streets, from 1923 through 1924; in the Royster Building, Granby Street and City Hall Avenue, from 1925 through 1929; in the Seaboard Bank Building, 111 West Main Street, from 1930 through 1934; and in its present location from 1934 to date. Prior to its establishment, work in connection with production, marketing, and distribution of farm products had been carried on in Norfolk since 1917 by several agencies which in due course were merged into the Bureau of Agricultural Economics. No records dating before 1930 were surveyed, presumably because papers considered of no further value were destroyed in 1932 and 1934 by official authorization. No papers have been lost and none have been sent to Washington for preservation. The survey of these archives was completed in May 1937.

49. REPORTS, Sept. 1930 to date. FPI forms: 4, Inspector's Notes; 13b, Fee Slip, Outside Market; 2b, Fee Slip; 7b, Navy Inspection Report of fresh fruits and vegetables; 1a, Inspection Certificate; 11, Monthly Inspection Report and Financial Statement; 11a, Commodity Inspections, Monthly Report; 17, Monthly Reports of Navy, Marine Corps, and Shipping Board Inspections; 19, Services Rendered to Other Federal Departments; 22, Weekly Report; and Standard Form 1044, Schedule of Collections. Filed chronologically. (Seldom, official.) 6 x 8½ and 8 x 10½ folders, 2 ft. 6½ in., in 2 drawers of wooden filing case. R. 204. (3192)

50. INSPECTION RECORDS, Apr. 30, 1931 to date. Inspection certificate number, date of inspection, kind of produce inspected, amount of fees paid by company making shipment, date paid, number of car carrying produce, initials of railroad, date of shipment, and kind of produce shipped. Arranged chronologically. (Frequently, official.) 9 x 11 vol., 1 in., in drawer of wooden filing case. R. 204. (3123)

51. SPECIAL CERTIFICATES SENT TO ENGLAND, WALES AND SCOTLAND, Oct. 3, 1931 - Nov. 1, 1935. Copies of certificates accompanying shipments of raw apples to England, Wales, and Scotland. Variety and grade of

apples, seal of USDA, signature of inspector, date of inspection, number and nature of package, distinguishing marks of package, names and addresses of consignors, name of vessel carrying consignment, and date and port of shipment. This special certificate not required by any other countries. Filed chronologically. (Seldom, official.) 8 x 10 folders, 1 in., in drawer of wooden filing case. R. 204. (3045)

52. CORRESPONDENCE, July 5, 1932 to date. Of inspector in charge with officials of Bureau at Washington, D. C., on technical problems and general matters pertaining to operation of office; with shippers and receivers of fruits and vegetables, relative to Govt. regulations and specifications on exportation and importation of fruits and vegetables and shipment of them within U. S. Filed chronologically. (Frequently, official.) 8 x 10 folders, 9 in., in drawer of wooden filing case. R. 204. (3124)

RICHMOND

DIVISION OF CROP AND LIVESTOCK ESTIMATES
FIELD HEADQUARTERS
Life Insurance Company of Virginia Bldg.
914 Capitol Street

This office was established in 1919 under one of the Federal bureaus whose work was connected with the production, marketing, and distribution of farm products. It was located in the Post Office Annex from 1919 until July 1922; in the Lyric Building July 1922 through May 1928; in the State Office Building from May 1928 through December 1936; and in the present location from December 1936 to date. In 1923 the office began to function under the Bureau of Agricultural Economics which was created in 1922 by an act of Congress. By 1922, however, it had already entered into a cooperative agreement with the Virginia State Department of Agriculture. No papers of this office have been lost, but some papers considered of no further value were destroyed by official authorization. No papers have been sent to Washington for preservation. The survey of these archives was completed in 1937.

53. MASTER FILE, n.d. Names and addresses of reporters for Department of Agriculture throughout Virginia. Copy of this file is maintained by the Department of Agriculture, Washington, D. C. Filed alphabetically. (Seldom, official.) 3 x 5 cards, 1 ft. 6 in., in 3 wooden drawers of filing case. R. 900. (265)

54. GENERAL AND F. A. CORRESPONDENCE, 1919 - 1931. Correspondence with individuals, Washington, D. C., and field agents of the Department. Filed chronologically. (Seldom, official.) 8½ x 11½ folders, 10 in., in wooden drawer of filing case. R. 900. (264)

55. LISTING SHEETS, COUNTY RECORDS ON LIVESTOCK, Jan. 1, 1919 - 1935. Number of horses, mules, cattle, sheep, and swine, listed by county. Filed chronologically. (Daily, official.) 22 x 28 loose sheets, 1 in., in wooden drawer of filing case. R. 900. (277)

56. SUMMARY SHEETS, JUNE ACREAGE, 1919 - June 1935. Acreage for the current and previous year in cotton, tobacco, grain, peanuts, hay, fruit, fallow land, pasture; and acreage and yield of each crop for current year as compared with acreage and yield for the preceding year. Data obtained through the reports of rural mail carriers, and recorded on printed tabulation sheets. Filed chronologically. (Once a year, official.) 15 x 28 loose sheets, 1 in., in steel drawer of filing case. R. 900. (295)

57. LISTING SHEETS, SOY BEANS AND COWPEAS, 1919 - Nov. 1, 1936. Production of beans, peas, and hay, listed by district, county, and grower. Filed chronologically. (Yearly, official.) 14 x 25 loose sheets, ½ in., in wooden drawer of filing case. R. 900. (311)

58. JUNE ACREAGE PLANTED TO VARIOUS CROPS, 1919 - 1936. Reporters' record by county showing total acreage of farm land in crops, idle crop land, other land not suitable for crops, and amount of crops harvested in previous and current year; covers products, such as grain, sorghum, potatoes, soy beans, cowpeas, peanuts, hay, and truck crops. Filed chronologically. (Annually, official.) 17 x 22 loose sheets, 2 in., on open steel shelf. R. 902. (270)

59. MONTHLY REPORTS, 1919 to date. Prices of livestock and other farm products, comments from correspondents' reports on crop conditions in their areas, and weekly crop notes. Filed by subject. (Daily, official.) 9 x 14½ folders, 6 in., in steel drawer of filing case. R. 901. (453)

60. BUSINESS ACCOUNTS, 1919 to date. Accounts of office supplies and fixtures, addressograph orders, accounts of automobile repairs, pay rolls, time records, inventories, and requisitions for supplies. Filed by subject. (Daily, official.) 9 x 14½ folders, 6 in., in steel drawer of filing case. R. 901. (266)

61. GENERAL CORRESPONDENCE, 1919 to date. Correspondence with Bureau of Agricultural Economics, Extension Service, county agents, field aids, tobacco warehouses, commissioners of revenue, dairies, other bureaus of the Department of Agriculture, and individuals. Filed by subject in current file. (Daily, official.) 9 x 14½ folders, 4 ft., in 3 steel drawers of filing cases. R. 901. (263)

62. LISTING SHEETS - COMBINED DATA (TOWNSHIP REPORTS), Oct. 1919 - June 1932. On production of crops such as buckwheat, corn, sorghum, oats, wheat, and barley; compiled from reports of the State of Virginia and the Dept. of Agr. Filed chronologically. (Seldom, official.) 14 x 16 loose sheets, 2 in., in wooden drawer of filing case. R. 900. (304)

63. LISTING SHEETS, POULTRY, 1920 - Jan. 31, 1936. Number of district, list of counties in district, names of farmers in each county, number of pullets kept as layers, total of all kinds of poultry on farm, number of

young and old chickens (sold or eaten), and number of turkeys on farm January 1. Filed chronologically. (Four months a year, daily, official.) 9½ x 15 loose sheets, ½ in., in wooden drawer of filing case. R. 900. (279)

64. LISTING SHEETS, TOBACCO, 1920 - Dec. 1, 1936. Kind of tobacco, counties in which grown, names of growers, yield, production of crop compared to that of the previous year, and per cent marketed. Filed chronologically. (Six months of year, daily, official.) 17 x 28 loose sheets, 1 in., in wooden drawer of filing case. R. 900. (307)

65. LISTING SHEETS, PRODUCTION, July 1920 - 1930. Record by county showing acreage, yield, and production of farm products, such as corn, wheat, oats, potatoes, buckwheat, cotton, peanuts, and tobacco. Filed chronologically. (Seldom, official.) 22 x 28 loose sheets, ½ in., in wooden drawer of filing case. R. 900. (285)

66. LISTING SHEETS, GRAIN INTENTIONS (AUGUST AND NOVEMBER), July 1920 - 1936. Record by county showing names of planters and intended use of land by acres for grain at fall sowing. Filed chronologically. (Seldom, official.) 14 x 15 loose sheets, 1 in., in wooden drawer of filing case. R. 900. (299)

67. LISTING SHEETS, CONDITIONS, Oct. 1920 - Sept. 1936. Record by county showing farmers' estimates of the percentage of development towards maturity of crops, such as grain, potatoes, hay, and tobacco. Filed chronologically. (Annually, official.) 22 x 28 loose sheets, ½ in., in wooden drawer of filing case. R. 900. (284)

68. LISTING SHEETS, YIELD, Dec. 1, 1920 - Oct. 1935. Record by county of estimated yields per acre of following crops: grain, potatoes, beans, hay, cotton, tobacco, and peanuts. Filed chronologically. (Seldom, official.) 22 x 28 loose sheets, 1 in., in wooden drawer of filing case. R. 900. (300)

69. LISTING SHEETS, COTTON, Dec. 1, 1920 - Dec. 31, 1936. Names of growers and counties producing cotton, condition of cotton, per cent abandoned to date, bolls safe per plant, probable yield, per cent of crop ginned or picked, estimated bales per crop, and average weight per bale in pounds. Filed chronologically. (Four months of year, weekly, official.) 17 x 28 loose sheets, ½ in., in wooden drawer of filing case. R. 900. (297)

70. LISTING SHEETS, VALUE, 1921 - 1929. Record by county showing the value of grain, sheep, hogs, cattle, dairy products, poultry, fruit, peanuts, and cotton. Filed chronologically. (Seldom, official.) 22 x 28 loose sheets, ½ in., in wooden drawer of filing case. R. 900. (269)

71. LISTING SHEETS, ACREAGE, Aug. 1921 - 1932. Contain information prepared for Agricultural Adjustment Act. Listing sheets show acreage planted, acreage harvested, yield per acre for such crops as corn, potatoes, hay, alfalfa, peanuts, grain, tobacco, and cotton. Some of the figures on these sheets were taken from various United States census reports. Filed chronologically. (Seldom, official.) 22 x 28 loose

sheets, 1 in., in wooden drawer of filing case. R. 900. (282)

72. LISTING SHEETS OF LIVESTOCK RAILWAY SHIPMENTS, Jan. 1922 - Dec. 1936. Number of livestock shipped into the state from various points, listed by the month and year. Filed chronologically. (Daily, official.) 15 x 24 loose sheets, ½ in., in wooden drawer of filing case. R. 900. (308)

73. LISTING SHEETS - APPLES, June 15, 1922 to date. Apple production for commercial and private purposes; sheets list counties, growers, kind of apple, and type of container in which they were shipped. Filed chronologically. (Four months a year, weekly, official.) 17 x 28 loose sheets, 2 in., in 2 wooden drawers of filing case. R. 900. (303)

74. LISTING SHEETS, COUNTIES AND DISTRICT AVERAGES, July 1922 to date. Average totals for number of farm laborers employed, acreage, production, and yield in this district, covering grain, milk, poultry, vegetables, strawberries, and timber; districts are composed of a certain number of counties in the state. Filed chronologically. (Monthly, official.) 22 x 28 loose sheets, 2 in., in 2 wooden drawers of filing case. R. 900. (286)

75. LISTING SHEETS - FINALS, Aug. 1922 - 1930. Data for final estimates for acreage and production of farm products, such as grain, hay, potatoes, tobacco, cotton, and peanuts; some sheets are for five year averages, others are for yearly average. Filed chronologically. (Seldom, official.) 22 x 28 loose sheets, 1 in., in wooden drawer of filing case. R. 900. (309)

76. LISTING SHEETS OF LAMB PRODUCTION, Jan. 1, 1923 - May 1, 1936. Number of district, counties in the district, names of farmers in each county, number of ewes on the farm, number of lambs dropped, number living, number sold, and price, and price per pound for wool. Filed chronologically. (Four months of year, monthly, official.) 14 x 15 loose sheets, ½ in., in wooden drawer of filing case. R. 900. (276)

77. COMMENTS, 1923 to date. Carbon copies of comments made by agricultural statistician on statistical reports which he sent to Washington. (Once a month, official.) 10 x 11 loose-leaf books, 1 ft. 9 in., on enclosed glass shelf. R. 901. (454)

78. SEPTEMBER ACREAGE OF VARIOUS CROPS HARVESTED, 1924 - 1936. Record by county and reporter, showing total acres per farm, whether the farm is owned or rented, and if the occupant is white or colored. Reports cover crops, such as grain, potatoes, tobacco, hay, and show instances of crop failure and crops interplanted. Information was obtained by the rural mail carriers. Filed chronologically. (Once a year, official.) 14 x 21 loose sheets, 2 in., on open steel shelf. R. 902. (273)

79. LISTING SHEETS, INTENTIONS TO PLANT, Mar. 1924 - 1936. Name of state, number of schedules mailed out, land in farms and acreage for harvest for previous and current year; acreage covers following crops: grains, sorghum, potatoes, tobacco, soy beans, cowpeas, peanuts, and hay. Filed

chronologically. (Yearly, official.) 16 x 28 loose sheets, 3 in., in steel drawers of filing case, and on open steel shelf. Rs. 900, 902. (455)

80. FILE COPY, CONDITION AND YIELD, July 1924 - Dec. 1936. Month, estimated percentage of growth, and probable yield of crops, such as corn, wheat, rye, potatoes, cotton, tobacco, hay, grapes, and fruit. Filed by subject. (Monthly, official.) Two 9 x 14½ loose-leaf books, 1 in., in 2 steel drawers of filing case. R. 900. (267)

81. LISTING SHEETS, TURKEYS, Oct. 1924 - Oct. 1, 1933. Names of farmers and their counties, turkeys raised in current year as compared with the previous year, per cent ready for market by Thanksgiving, Christmas, or later, and turkeys on hand October 1, with a record of how many of these were hatched during current year. Filed chronologically. (Seldom, official.) 14 x 17 loose sheets, ½ in., in wooden drawer of filing case. R. 900. (278)

82. "MONTHLY RECEIPT OF WHEAT, CORN, ETC." 1926 - 1936. Data recorded by district, and name of mill, showing the number of bushels of grain received each month of the fiscal year. Arranged chronologically. (Monthly, official.) 14 x 17 loose sheets, 1 in., in wooden drawer of filing case. R. 900. (305)

83. LISTING SHEETS, PEANUTS, July 1926 - Dec. 1, 1936. Counties producing peanuts, names of growers, approximate yield for community, report for farm in acres, bags per acre of either Virginia or Spanish peanuts, per cent of total peanut acreage, and average yield of peanut vine hay. Filed chronologically. (Daily for four months of year, official.) 17 x 28 loose sheets, ½ in., in wooden drawer of filing case. R. 900. (281)

84. LISTING SHEETS, MILL AND ELEVATOR QUARTERLY REPORTS, July 1, 1926 to date. Record by county, showing such information as amount of wheat in storage, total amount expected, grain storage capacity, and year's crop received to date; data taken from quarterly reports submitted by mills throughout the state. Filed chronologically. (Quarterly, official.) 11 x 14 loose sheets, ½ in., in wooden drawer of filing case. R. 900. (283)

85. NOVEMBER LISTING SHEETS ON SPECIAL ACREAGE PRODUCTION, Dec. 1, 1926 - Nov. 15, 1936. Record by county showing number of reports from each county, acreage, production, and average production per acre of crops, such as corn for grain, corn for silage, grain, potatoes, tobacco, cotton, peanuts, and hay; information is obtained from rural mail carriers. Filed chronologically. (Annually, official.) 22 x 28 loose sheets, ½ in., in steel drawer of filing case. R. 900. (268)

86. LISTING SHEETS, JANUARY DISPOSITION, Jan. 1927 - Jan. 1932. Itemized data as to the disposition of hogs, sheep, and cattle, whether sold alive, slaughtered on the farm, or died. Filed chronologically. (Seldom, official.) 22 x 28 loose sheets, ½ in., in wooden drawer of filing case. R. 900. (280)

87. IDENTICAL TABULATION FOR SEPTEMBER SURVEYS, 1927 - 1936. Re-

porters' record by district and county, with comparison between the previous and the current year for the month of September, covering crops, such as corn, wheat, rye, potatoes, and lespedeza. Filed chronologically. (Annual, official.) 17 x 30 loose sheets, 1 in., on open steel shelf. R. 902. (274)

88. RURAL CARRIER LIVESTOCK SURVEY, 1927 - 1936. Record by county giving such information as number of cattle, lambs, horses, and mules one year of age, two years, and over; and milk production by gallons; information gathered by rural mail carriers throughout the state. Filed chronologically. (Once a year, official.) 17 x 28 loose sheets, 3 in., on open steel shelves. R. 902. (291)

89. DISPOSITION OF LIVESTOCK DURING THE PREVIOUS YEAR, Jan. 1, 1927 to date. Record by county and reporter showing disposition of cattle, sheep, hogs, horses, and mules. In the case of edible livestock, it shows such information as number of young, number of grown cattle, whether slaughtered, sold alive, or died. In case of horses and mules, it shows number of colts born, number died, and total number of grown animals. Filed chronologically. (Once a year, official.) 17 x 28 loose sheets, 2 in., on open steel shelf. R. 902. (289)

90. COUNTY SUMMARY AND ANALYSIS SHEET ON WHEAT, 1928 - 1935. Name of county, seeded acreage, wheat production, yield per acre, harvested wheat acreage, and record of action by field representative. This data deals with information used in the conservation program. (Seldom, official.) 15 x 28 bundles, ½ in., on open steel shelf. R. 902. (302)

91. IDENTICAL TABULATIONS FOR JUNE ACREAGE, 1928 - 1936. Reporters' record by county showing figures for current and previous year for crops, such as grain, sorghum, potatoes, tobacco, cotton, beans, peanuts, hay, and truck crops. Filed chronologically. (Annually, official.) 17 x 28 loose sheets, ½ in., on open steel shelf. R. 902. (271)

92. LISTING SHEETS, HORSES AND MULES, Dec. 1, 1929 - Dec. 1936. Record by county showing number of horses and mules used by farmers for work. Filed chronologically. (Annually, official.) 22 x 28 loose sheets, ½ in., in wooden drawer of filing case. R. 900. (275)

93. NOVEMBER ACREAGE AND PRODUCTION OF PRINCIPAL CROPS, 1930 - 1936. Reporters' record by county showing yield per acre of rye, oats, buckwheat, and wheat, and number of reports, the number of acres of wheat seeded for the fall of the current and previous year, and acres harvested the current year. Arranged chronologically. (Annually, official.) 14 x 29½ loose sheets, 1 in., on open steel shelf. R. 902. (272)

94. LISTING SHEETS, MILK PRODUCTION, June 1, 1930 to date. Milk production of the state by county in terms of pounds and price received by producer, number of farms having milk producing cows and heifers, and number of cows milked each day. Filed chronologically. (Daily, official.) 16 x 27 loose sheets, 1 in., in wooden drawer of filing case. R. 900. (287)

95. SUMMARIES, ESTIMATED FARM PRICES, July 1930 - Dec. 1934. Prices

for farm products, such as butterfat, milk, wool, cowpeas, soy beans, hay, clover, and alfalfa. Filed chronologically. (Seldom, official.) 15 x 28 loose sheets, ½ in., in wooden drawer of filing case. R. 900. (294)

96. SUMMARY SHEETS, SEPTEMBER ACREAGE, Sept. 1930 - Sept. 1936. Summary of acreage for current and previous years in cotton, tobacco, grain, peanuts, hay, fruit, fallow land, pasture, and acreage of each crop for current and previous year. Data obtained through the reports of rural mail carriers, and recorded on printed tabulation sheets. Filed chronologically. (Yearly, official.) 22 x 28 loose sheets, 1 in., in 2 steel drawers of filing case. R. 900. (293)

97. SUMMARIES, LIVESTOCK, Nov. 1931 - Dec. 1936. Summaries show number of farms for all kinds of livestock, and farms producing either cattle, sheep, or hogs. Data obtained annually throughout the state and summarized. Filed chronologically. (Seldom, official.) 14 x 17 loose sheets, 2 in., in 3 wooden drawers of filing case. R. 900. (292)

98. MONTHLY SUMMARIES, Jan. 1932 to date. Summaries on grain and and milk production, farm labor (number employed, wages, supply, and demand), price of hogs, cattle, and poultry. Filed chronologically. (Daily, official.) 17 x 30 loose sheets, 9 in., in 12 wooden drawers of filing cases. R. 900. (310)

99. LISTING SHEETS, PRICES PAID TO PRODUCERS, Jan. 15 - Dec. 15, 1932. Prices paid to producers for horses, mules, poultry, dairy products, wool, hay, and seed. Data recorded by district and county, and a total summary sheet for each district and for the state is compiled each month. Filed chronologically (Seldom, official.) 14½ x 21 bundles, 2 in., on open steel shelf. R. 902. (288)

100. LISTING SHEETS ON COTTON (BANKHEAD ACT), 1934 - 1935. Name of county, number of application, acreage on contracted farms, acreage on noncontracted farms, pounds of lint produced, total and cultivated area of the farms, land in cotton, and land rented. Filed chronologically. (Seldom, official.) 17 x 28 loose sheets, ½ in., in steel drawer of filing case. R. 900. (298)

101. ANALYSIS SHEETS, CORN-HOG PROGRAM, June 5, 1934 - Sept. 13, 1935. Recorded by county, showing corn acreage, corn yield per acre, number of litter, hogs raised per litter, hogs slaughtered on farm, and hogs produced for market; analysis made for the Agricultural Adjustment Administration, Corn-Hog Program. (Seldom, official.) 17 x 32 bundles, loose sheets, 1 in., on open shelf. R. 902. (296)

102. COTTON ALLOTMENTS, 1935. Name of county, serial number of contract, total number of contracts, number of acres permitted, number of acres measured, and allotment of tax-exempt cotton; information deals with the conservation program. (Seldom, official.) 12 x 17 bundles, 1 in., on open steel shelf. R. 902. (290)

103. LISTING SHEETS, PRICES PAID BY FARMERS, June 15, 1935 -

Dec. 15, 1936. Prices paid by farmers for feed, household goods, clothes, seed, fertilizer, furniture, and farming implements. Arranged chronologically. (Monthly, official.) 14 x 22 loose sheets, 4 in., in wooden drawer of filing case. R. 900. (301)

104. SUMMARIES, PRICES RECEIVED BY FARMERS, Jan. 15 - Dec. 15, 1936. Prices received by farmers for grain, peanuts, cotton, buckwheat, potatoes, tobacco, hogs, cattle, sheep, and poultry. Data recorded on printed tabulation sheets. Filed chronologically. (Monthly, official.) 15 x 21 loose sheets, 2 in., in wooden drawer of filing case. R. 900. (306)

THE BUREAU OF ANIMAL INDUSTRY

INTRODUCTION

The Bureau of Animal Industry began to function in Virginia in 1906 through inspection offices established in Richmond and Norfolk. The bureau is concerned with the promotion of the livestock, meat, and poultry industries in the state; the causes, prevention, and treatment of diseases of domestic animals; and the scientific feeding and breeding of domestic animals.

The federal work in Virginia in this field, particularly in preventing the spread of diseases of domestic animals, was preceded by the work of the Board of Control of the Experiment Station at Blacksburg. The Board was empowered in 1896 by an act of the General Assembly to protect domestic animals from all contagious and infectious diseases by setting up and enforcing quarantines. In 1905 the General Assembly passed laws making it possible for the state to cooperate with the Federal Government in the work of tick eradication since Virginia herds at that time were under quarantine against tick fever; by 1906 all but six counties were released from the quarantine. Although the first Federal meat inspection law was passed in 1890, it was not until Congress passed the meat inspection law of 1906 that Federal inspection offices were opened in Richmond and Norfolk. These offices were established to carry out the regulations of the act which maintained that "inspection, reinspection, and supervision of the processing, preparation, and labeling of meats and meat products be provided, and rigid sanitary control exercised ...."

At present the closest cooperation is maintained between the Federal and state authorities in the Animal Industry divisions. The Federal Government matches the appropriation made by the state government for this work, and matches the number of employees in the Federal division with the number of employees in the state division. The Federal employees in some cases share office space with the state officials in the state offices. The Federal divisions, however, enforce Federal laws and regulations which have to do with interstate traffic, while the state authorities are concerned only with state laws and regulations.

In 1917 when the Tuberculosis Eradication Division which now conducts one of the most important phases of the work was made a separate division under the bureau, an office was opened in Richmond. This division cooperates with the county officials and with livestock owners as well as with state officials in condemning infected cattle. Both the state and the Federal governments share in the payments made to owners of condemned cattle.

Among the earlier activities of the Bureau of Animal Industry in Virginia were boys' and girls' poultry clubs organized in 1913; a statewide educational campaign which was conducted against hog cholera; and experiments in diseases of lambs conducted on a farm leased for the purpose near Vienna, Virginia, in 1914.

THE BUREAU OF ANIMAL INDUSTRY

BRISTOL

MEAT INSPECTION DIVISION
FIELD STATION
Packing House of Acme Provision Co.
Commonwealth Ave. Ext.

This office was established on January 22, 1936, and designated by the Bureau of Animal Industry as Establishment Number 922. No records of this office were known to have been lost or destroyed and none had been sent to Washington for preservation when this survey was completed on January 11, 1939.

105. GENERAL FILES, Jan. 1936 to date. Correspondence of inspector in charge with officials at Washington, D. C., relative to handling import-restricted hides consigned to private concern; violation of twenty-eight hour law for transporting livestock by railroad; foreign meat transportation; imports containing samples; and transfer of personnel; with inspector in charge, Knoxville, Tenn., and with inspector in charge, Nashville, Tenn., relative to local meat inspection, and investigation of violations of Meat Inspection Act. File also contains forms: AD-14, Request for Supplies, Equipment, or Service; T-73, Yearly Leave Record of Employees; AD-17A, Application for Leave - Field; and MI 161 (rev.), Report of Samples Collected for Laboratory Inspection; Dept. Form 50 (1) Record of Annual Leave and (2) Record of Absence - Sickness and Without Pay. Filed by subject. (Frequently, official.) 9 x 12 envelopes, 1 ft., in drawer of steel filing case. 1st floor, SW. (21)

106. REPORTS, Jan. 1936 to date. MI forms: 102 (rev.), Individual Time Slip, to inspector in charge daily by each employee; 101A (rev.), Semimonthly Summary of Daily Time Reports of employees to Bu. of Animal Industry, Washington, D. C.; 124A (rev. Feb. 1936), Daily Report of Operations at Official Establishments, to inspector in charge by official of packing house; 148 (rev.), Report of Meats and Meat Food Products Inspected for other Government Agencies; 114A (rev.), Daily Report of Sterilization and Tanking, to inspector in charge by employees; 119B (rev.), Summary of Ante-Mortem Examination, to Bu.; 113A (rev.), Memorandum of Meats and Meat Food Products Condemned on Reinspection, to inspector in charge by employees; 5B, Report of Final Post-Mortem Inspection of Retained Carcasses, to Bu.; 112E (rev.), Summary of Post-Mortem Inspections, to Bu.; Form T. 40a (rev., Dec. 1937), Report of Services Rendered by Employees, semimonthly to Bu.; and Standard Form 1013e, Pay Roll for Personal Services (Employees on Annual Salary Basis).

Filed chronologically. (Frequently, official.) 9 x 11 folders, 4 ft., on steel shelf. 1st floor, SW. (22)

NORFOLK

MEAT INSPECTION DIVISION
FIELD STATION
Federal Bldg., 600 Granby St.

This office was established in 1906 soon after the General Assembly of Virginia had passed laws which made it possible for the State to cooperate with the Federal Government in the matter of meat inspection. It was located in the Old Post Office Building on Plume and Atlantic streets from 1906 through 1917, and in Armour Meat Packing Plant from 1917 through October 1934. The inspector in charge also acts for the International Inspection and Quarantine Service of the Field Division in addition to his local inspection duties. Some records of this office considered to have no future value have been destroyed by official authorization prior to this survey; none have been sent to Washington for preservation. The survey was completed on May 12, 1937.

107. CORRESPONDENCE, Jan. 1917 to date. With officials of the NEC and Va. ERA, and with Washington, D. C., relative to salaries, promotions, and demotions of employees; circular letters and administrative appointments; telephone agreements concerning service; date and place of Bureau meetings with authorizations for attendance; specimens for pathological examination and findings; finding of chemical examinations; executive supervision of sanitation; violations of laws in connection with interstate movements of livestock, cattle tick eradication, meat inspection, and shipment of sour, soiled, and spoiled meats; misc. inspection of meat and meat food products and of meat used by the Navy; municipal meat inspection; inspection of vessels; travel inspection reports; inspection report on Panama Canal; and record of transfer of meat from substation at Smithfield to Richmond. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 215. (1674)

108. INSTRUCTIONS, Jan. 1917 to date. From Washington, D. C., relative to importation of meats and poultry; disposition of meat and garbage; restricted hides and animal by-products; inspection of domestic livestock and other animals imported; inspection of livestock for export; prohibition of livestock, fresh and frozen meat, and garbage in sea stores; restricted imported animals and by-products; interstate shipping of livestock regulations; Canadian regulations concerning restricted hides, wool, and feeding materials for livestock; hay and packing materials from other countries and disposition of hay; and cleaning and disinfecting of cars. Filed chronologically. (Frequently, official.) 9 x 12 folders, 10 in., in drawer of steel filing case. R. 215. (1673)

109. MISCELLANEOUS PAPERS, Jan. 1917 to date. Time cards and personal records; authorizations for inspection and quarantine, authorizations for meat inspection, property invoices, reimbursement accounts, and Treas. Dept. Accounts Form 1099, with related correspondence, leaves of absence, and correspondence concerning office space. Filed chronologically. (Frequently, official.) 9 x 12 folders, 4 in., in drawer of steel filing case. R. 215. (1672)

110. MISCELLANEOUS CORRESPONDENCE, Jan. 1917 to date. With Federal officials on meat inspection reports; circular letters concerning AAA, CCC, U. S. Employees Compensation Act, reindeer meat status, branding and marking of carcasses, and regulations concerning labeling, marking, and branding; U. S. Maritime Commission correspondence, public health inspection, inspection of railroads, preparation of meat, certification of interstate shipping, and forms for overtime work; also correspondence of official in charge with U. S. Navy and Marine Corps regarding meat inspection, and with meat packing companies concerning sanitary conditions and regulations of Bureau of Animal Industry. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 ft. 4 in., in drawer of steel filing case. R. 215. (3125)

111. IMPORT AND EXPORT INFORMATION, 1917 to date. Relative to imported meats and products inspected, edible imported meats and meat food products, report on forms and labels of imported materials; requisitions covering importation of animal casings, inspection instructions for exported meats and products, and Paraguay, Uruguay, and Argentina labels. Filed by subject. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. R. 215. (3044)

112. REPORTS, Jan. 1, 1932 to date. MI Forms: 114-A (rev.), Daily Report of Sterilization and Tanking; 124-A (rev.), Daily Report of Operations at Official Establishment; 113 (rev.), Monthly Report of Meats and Meat Food Products Condemned on Reinspection and Destroyed; 148 (rev.), Report of Meats and Meat Food Products Inspected for U. S.; 161 (rev.), Report of Samples Collected for Laboratory Inspection; 115-A, Report on Sanitation; 161-A, Results of Laboratory Examination of Import Meats; 109-J (rev.), Inspection of Import Meat and Products; 113-A (rev.), Memorandum of Meats and Meat Food Products Condemned on Inspection, and 102 (rev.), Individual Time Slip. Filed chronologically. (Frequently, official.) $8\frac{1}{2}$ x $9\frac{3}{4}$ covers, 6 ft., in 3 drawers of steel filing case. R. 215. (3004)

RICHMOND

MEAT INSPECTION DIVISION
FIELD STATION
Post Office Bldg., 10th and Main Sts.

This office was established about 1906 as one of the first Federal meat inspection offices in the State. This was soon after the General Assembly

of Virginia had passed laws enabling the Federal and State meat inspection offices to cooperate. It was located in the Shafer Building on Main Street from 1906 through 1912, and since 1912 has been in the Post Office Building. Prior to this survey, meat inspection reports which had been retained three years were destroyed by official authorization. Under the present policy all records are preserved; none are sent to Washington for preservation. The survey of these archives was completed on January 22, 1937.

113. GENERAL CORRESPONDENCE, Oct. 1, 1906 to date. Correspondence with divisions of Bureau of Animal Industry, other meat inspection stations, and railroads pertaining to violations of the 28 hour law. (Seldom, official.) 10 x 12 folders and envelopes, 16 ft., in 13 steel drawers of filing cases, and 3 steel transfer cases. R. 407. (312)

114. MEAT INSPECTION REPORTS, 1934 to date. Reports of type of carcasses suspected, and retained; diseases which determine disposition of sterilized and condemned carcasses, and a memorandum of food products condemned on reinspection. (Daily, official.) 8 x 10½ sheets, 12 ft., on 3 enclosed wooden shelves. R. 407. (312)

RICHMOND

TUBERCULOSIS ERADICATION DIVISION
FIELD STATION
State Office Building
Capitol Square

This office was established on July 1, 1917 shortly after the Tuberculosis Eradication section became a separate unit of the Bureau. All records are retained except those which were destroyed, prior to this survey, on official authorization from Washington. No records have been sent to Washington for preservation. This survey was completed on February 3, 1937.

115. PERSONNEL CARD RECORD OF EMPLOYEES, July 1, 1917 - June 5, 1936. Name and address of employee, type of work, badge number, date of last appointment, date effective, leave available during current year, and record of leave taken; reverse side shows leave without pay, period of service, kind of leave, and place and date of transfer. Filed alphabetically. (Daily, official.) 5½ x 8 cards, 5 in., in steel drawer of card cabinet. R. 1102. (317)

116. GENERAL CORRESPONDENCE, July 1, 1917 to date. Correspondence with cattle raisers in reference to results of tests on livestock, and with Washington office and field employees in reference to automobile expenses and garage rent. Filed alphabetically. (Daily, official.) 10 x 12 folders, 17 ft. 1 in., in 12 steel drawers of filing cases. R. 1102. (314)

117. RECORD OF TUBERCULIN TESTS, July 1, 1917 to date. Record name and address of owner, type of test, number of cattle to which test was given, date of injection, date of reading, predominating breed, tag numbers of healthy cattle, tag numbers of reactors, and the name of the inspector. Filed alphabetically by name of owner. (Daily, official.) 3½ x 8 loose sheets, 5 ft.10 in., in 7 steel drawers of card cabinets. R. 1102. (323)

118. ACCREDITED HERDS, July 1, 1917 to date. Record of tuberculin tests on cattle: breed of cattle, date of test, number passed, number reacted, number suspicious, total number tested, method of test, name and address of owner and name of inspector. Identical records on two sets of cards; one filed alphabetically by name of owner of herd under county, and the other alphabetically by name of owner under breed. (Daily, official.) 5 x 8 cards, 4 ft., in 3 steel drawers of card cabinets. R. 1102. (324)

119. REACTORS' TAG RECORDS, July 1, 1917 to date. Serial number of tag, whether purebred animal or grade, date reacted, method of test, date killed, place, post-mortem decision, and name and address of owner. Filed numerically by tag number. (Daily, official.) 5 x 8 cards, 7 in., in steel drawer of card cabinet. R. 1102. (327)

120. AREA RECORD CARDS, January 15, 1927 to date. Name of county, date area plan adopted, date effective, amount appropriated, number of tests completed in the county, number of herds tested, number of cattle reactors, number of herds infected, and number of cattle in infected herds. Filed alphabetically by county. (Daily, official.) 5 x 8 cards, 1 in., in steel drawer of card cabinet. R. 1102. (316)

121. CLAIMS, June 21, 1927 to date. Indemnity paid for confiscated tubercular cattle, name and address of owner, date, tag number, and description of animal; also correspondence in reference to claims. Filed chronologically under county. (Daily, official.) 10 x 12 folders, 3 ft., in 2 steel drawers of filing cases. R. 1102. (337)

122. AREA TUBERCULIN TESTS, 1928-1934. TE Form 22, showing (1) Result of Tuberculin Test [on cattle]. Name and address of owner, number of cattle, date and time of injection and reading, number passed, number reactors, number of suspects, tag numbers of healthy cattle, reactors, and suspects; and (2) Avian Tuberculosis Report. Number of fowls on farm, estimated number of free and of infected fowls, and posted number of free and of infected fowls. (Seldom, official.) 3½ x 4 bundles, 52 ft. 4 in., on shelves. R. 1103. (320)

123. MISCELLANEOUS TEST CHARTS, Jan. 4, 1928 to date. Cattle health certificates, and records of intrademic tuberculin tests showing information such as name and address of owner, predominating breed, number tested, number passed, number reacted, number suspects, name of inspector, date, tag number, description of animal, injection, and report of post-mortem examination of reactors, also correspondence and reports in regard to sheep scab. Reports have number of sheep inspected and dipped

during the month. Filed alphabetically by county. (Daily, official.) 10 x 12 folders, 3 ft. 3 in., in 2 steel drawers of filing case. R. 1102. (332)

124. REPORTS OF POST-MORTEM EXAMINATIONS, Jan. 1929 - Nov. 1934. Establishment number, date, species, tag number, parts of animal affected, and name and title of inspector. Filed chronologically. (Seldom, official.) 9 x 11¾ folders, 10 in., in steel drawer of filing case. R. 1102. (331)

125. INTERSTATE CERTIFICATES, 1931 to date. Issued at point of origin of shipment for cattle which have had tuberculin tests, name and address of owner, name and address of consignee, and description of animal. Filed chronologically. (Daily, official.) 10 x 12 folders, 4 in., in steel drawer of filing case. R. 1102. (333)

126. RECORD OF AUTOMOBILE MAINTENANCE, Apr. 15, 1932 to date. Name of station, model and type of vehicle, purchase price, date of purchase, cost of maintenance, and cost of operation. Filed alphabetically. (Daily, official.) 5 x 8 cards, ½ in., in steel drawer of card cabinet. R. 1102. (319)

127. VOUCHERS, June 30, 1933 to date. Copies of vouchers sent to Washington, D. C., for expenses of this office, such as typewriter repairs, automobile repairs, other automobile expenses, office supplies, and drayage. Filed chronologically. (Daily, official.) 10 x 12 folders, 6 in., in steel drawer of filing case. R. 1102. (336)

128. WEEKLY REPORTS FOR EMPLOYEES ENGAGED IN COOPERATIVE TUBERCULOSIS ERADICATION WORK, Jan. 27, 1934 to date. Name of inspector, official station, date, and an itemized report of activities for each day. Activities cover tests completed, description of tests, number of miles traveled, and a further explanation of use of time during working hours. Filed chronologically. (Daily, official.) 8 x 10½ loose sheets, 9 in., in steel drawer of filing case. R. 1102. (335)

129. RECORD OF TAGS ISSUED TO VETERINARIANS, July 1, 1934 to date. Name and address of veterinarian, and serial numbers of tags issued to him for use on cattle passed and on cattle reacting; also record of pliers, branding irons, and paste issued; tags are issued to veterinarians to be attached to ears of cattle tested for tuberculosis. Filed alphabetically by name of veterinarian. (Daily, official.) 3 x 5 cards, 3 in., in steel drawer of card cabinet. R. 1103. (318)

130. AREA TESTS, July 20, 1934 to date. Record of tests made for Bang's disease, name and address of owner, breed of cattle, name of veterinarian, date bled, date read, number of cattle, tube number, ear tag number, and signature of the bacteriologist. Filed alphabetically by county. (Daily, official.) 5 x 8 loose sheets, 43 ft. 2 in., in 68 wooden drawers of card cabinets. R. 1102. (325)

131. CORRESPONDENCE AND REPORTS, Aug. 1, 1934 to date. Correspondence and reports from this office to Chief Veterinarian, Washington,

D. C., and veterinarians in Virginia who are doing work on Bang's disease. Filed alphabetically. (Daily, official.) 9½ x 11¾ folders, 1 ft. 3 in., in steel drawer of filing case. R. 1103. (315)

132. HERD OWNERS AGREEMENTS, Aug. 1, 1934 to date. Form TE 33 (rev.), date, name and address of owner, name of farm, conditions of agreement, composition of herd, signature of witness, signature of owner, and signature of an authorized representative of the Secretary of Agriculture. Agreement was made between the herd owner and United States Department of Agriculture to eliminate cattle which reacted to agglutination blood test for Bang's disease. Filed alphabetically. (Seldom, official.) 10 x 11½ folders, 28 ft. 8 in., in steel filing case, 2 steel transfer cases, and 15 paper boxes. R. 1103. (329)

133. INDEMNITY CLAIMS FOR BANG'S DISEASE, Aug. 1, 1934 to date. Name and address of the owner of animal affected with Bang's disease, report on proceeds of sale, description of animal, weight, statement of appraisal, and claim for animal slaughtered. Filed alphabetically. (Daily, official.) 9½ x 11¾ folders, 39 ft. 8 in., in 27 steel drawers and 9 wooden drawers of filing cases. R. 1103. (330)

134. BANG'S DISEASE, Aug. 1934 to date. Name and address of cattle owners, date, number negative, number positive, number of suspects, total number, and by whom bled. Filed alphabetically. Cards are separated according to infected and clean herds. (Daily, official.) 5 x 8 cards, 5 ft. 7 in., in 3 steel drawers of card cabinets. R. 1103. (328)

135. LABORATORY REPORTS ON AGGLUTINATION, Aug. 1934 to date. Name and address of owner, breed, date of bleeding, name of veterinarian, number of cattle, number negative and positive, number of suspects, tube number, serial number of ear tag, and result. These reports show the result of laboratory tests made on blood samples taken from female cattle to determine whether or not they have Bang's disease. Filed alphabetically by county. (Daily, official.) 10 x 11¾ folders, 5 ft. 7 in., in 8 wooden drawers of filing cases. R. 1103. (321)

136. POST-MORTEM REPORTS, MASTITIS, Dec. 1934 to date. Tag number, species, date, and part of animal affected. Filed chronologically. (Daily, official.) 10 x 12 folders, 7 in., in steel drawer of filing case. R. 1102. (334)

137. MASTITIS TEST, HERD RECORD, Jan. 1, 1935 to date. Date, number of negative or positive cattle, number of suspects, total number, and remarks. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 in., in steel drawer of card cabinet. R. 1102. (322)

138. REACTOR HERDS, Jan. 1, 1937 to date. Name and address of owner, date of test, number passed, reacted, or suspicious, total number tested, method of test, and name of inspector. This is a record of herds which have some positive reactors to tuberculin tests. Filed chronologically under county. (Daily, official.) 5 x 8 cards, 1 in, in steel drawer of card cabinet. R. 1102. (326)

SALEM

MEAT INSPECTION DIVISION
FIELD STATION
Packing House of Neuhoff, Inc.
8th and Iowa Sts.

This office was established in August 1936. None of its records were known to have been lost or destroyed and none had been sent to Washington for preservation when the survey was completed on November 14, 1938.

139. GENERAL FILES OF INSPECTOR IN CHARGE, Aug. 1936 to date. Correspondence of inspector in charge with officials of Bu. of Animal Industry, Washington, D. C., relative to requests for supplies, equipment, and/or services, various phases of personnel management, such as appointment, separation, transfer, granting of holidays, and approval of applications for leave, phases of inspection, specimen reports, and various Govt. forms; with mgr., Vets. Adm. Facility, Roanoke, Va., relative to various phases of inspection; with employees relative to transfers, leaves, and similar matters; with inspector in charge, Bu. of Animal Industry, Richmond, Va., and state veterinarian, Richmond, Va., relative to slaughtering cattle suspected of having tuberculosis, and to reporting on suspected cattle; with officials of Bu. of Animal Industry, Washington, D. C., and railroads, relative to alleged violations of 28 Hour Law requiring carriers to stop and water livestock every 28 hours while in transit from consignor to consignee; with officials of Neuhoff, Inc., relative to matters connected with construction of local packing house, equipment, and facilities to be installed, and transportation and disposition of unsound meat and meat products. Copies of correspondence of officials of Bu. of Animal Industry, Washington, D. C. with officials of Neuhoff, Inc., relative to same matters; circular letters from Bu. of Animal Industry, Washington, D. C., relative to personnel, instruction, procedure, and fiscal matters; copies of travel authorizations. MI forms: 148 (rev.), Report of Meats and Meat Food Products Inspected for the U. S., used for recording inspections made by employees of this office of meats and meat food products purchased by other Govt. agencies, chiefly Vets. Adm. Bureau, Roanoke, Va.; 161 (rev.), Report on Samples Collected for Laboratory Inspection; 140A (rev.), Daily Report of the Handling of Meats Passed for Cooking, submitted by this office to Bu. of Animal Industry, Washington, D. C.; carbon copies of Vets. Adm. Bureau Purchase Order furnished inspector in charge to show various items composing shipment to be inspected; forms: AD-14 (rev. Sept. 1935), Request for Supplies, Equipment, or Service; AD-14 (Rev. Jan. 1937), with essentially same information as 1935 revision; P-1, requisition made to Bu. of Animal Industry, Washington, D. C., for supplies; P-3, Certificate of Property Lost or Beyond Repair, sent to Bu. of Animal Industry, Washington, D. C., by inspector in charge to obtain relief from responsibility for articles lost or beyond repair, and returned to this office with approval of Bureau; P-2a (rev. June 15, 1914), Transfer of

Property; T-73, Yearly Leave Record of Employees, submitted to Bu. of Animal Industry, Washington, D. C.; AD-17A, Application for Leave - Field; M-4, Specimen Record for Inspectors, submitted to Bu. of Animal Industry, Washington, D. C., with specimens sent for analysis, and returned to this office, showing microscopic findings of Bureau; Dept. Form 50 (1) Record of Annual Leave and (2) Record of Absence - Sickness and Without Pay; and FI Form 59-B, Violation of 28 Hour Law, setting forth principal facts determined by Govt. investigation of violation. Filed by subject. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. 2d floor, SW. (3)

140. REPORTS, Aug. 1936 to date. Form T-40a (rev. Dec. 1937), Report of Services Rendered by Employees, submitted semimonthly to Bureau; Standard Form 1013c, Pay Roll for Personal Services (Employees on Annual Salary Basis); MI forms: 102 (rev.), Individual Time Slip, submitted to inspector in charge daily by each employee; 101A (rev.), Semimonthly Summary of Daily Time Reports of Employees, submitted to Bu. of Animal Industry, Washington, D. C.; 124-A (rev. Feb. 1936), Daily Report of Operations at Official Establishment, submitted to inspector in charge by officials of packing house; 124B (rev.), statement issued daily to officials of packing house by inspector in charge showing post-mortem disposition of suspect and retained carcasses, and amounts of meat food products condemned on reinspection; 148 (rev.), Report of Meats and Meat Food Products Inspected for U. S.; 114-A (rev.), Daily Report of Sterilization and Tanking, submitted to inspector in charge by employee; 119B (rev.), Summary of Ante-Mortem Examination, submitted to Bureau; 113A (rev.), Memorandum of Meats and Meat Food Products Condemned on Reinspection, submitted to inspector in charge by employee; 5B, Report of Final Post-Mortem Inspection of Retained Carcasses, submitted to Bureau; and 112E (rev.), Summary of Post-Mortem Inspection, submitted to Bureau. Filed chronologically. (Frequently, official.) 9 x 11 envelopes, 3 ft., on wooden shelf. 2d floor, SW. (4)

THE BUREAU OF BIOLOGICAL SURVEY

INTRODUCTION

The Cooperative Wildlife Research and Demonstration Field Station of the Division of Wildlife Research is the only agency of the Bureau of Biological Survey in Virginia.

THE BUREAU OF BIOLOGICAL SURVEY

BLACKSBURG

DIVISION OF WILDLIFE RESEARCH
COOPERATIVE WILDLIFE RESEARCH AND DEMONSTRATION
FIELD STATION
Agricultural Engineering Hall
Virginia Polytechnic Institute

This office was established in 1935. At that date the Federal Government, through the Bureau of Biological Survey, furnished the funds for the salary of the associate conservationist who directed the work, but the Virginia Game Commission and the American Wildlife Institute supplied the funds for research and for the projects which the Division initiates. Because these institutions provided the funds, they had the custody of all records of this office except the general files, and their records were not included in the survey. No records which are under Federal custody were known to have been lost or destroyed and none had been sent to Washington for preservation when the survey was completed in October 1937.

In July 1939, the Bureau of Biological Survey was transferred to the Department of the Interior.

141. GENERAL FILES, Sept. 9, 1935 to date. Correspondence of associate conservationist with Washington office of Division of Wildlife Research, officials of American Wildlife Institute and of Virginia State Game Commission, and individuals; expense accounts and travel vouchers; monthly and annual narrative and statistical reports to Washington office; printed and original material on several phases of work; and narrative reports of research and other work performed in the field by graduate students. Filed by subject. (Frequently, official.) 9 x 12 folders, 2 ft. 9 in., in 3 drawers of steel filing case. R. 500 SE. (217)

THE BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE

INTRODUCTION

The Bureau of Entomology and Plant Quarantine was not created until 1935; nevertheless its divisions by 1941 were fighting, from twelve strategic points in Virginia, the major insects and plant diseases which threaten the plant life of the state. According to the United States Government Manual, Fall 1940, the bureau studies the life history and habits of insects injurious or beneficial to agriculture and forestry that it may develop practical methods for destroying harmful insects, and promote the increase and spread of useful insects. The bureau also enforces quarantine and restrictive orders issued under the plant quarantine act and the insect pest act, cooperates in enforcing the terminal inspection act, and cooperates with the state in eradicating and controlling insect pests and plant diseases. The United States Civilian Conservation Corps, Extension Service, Forest Service, National Park Service, and Soil Conservation Service cooperate with the bureau.

The bureau's divisions which operate in Virginia are concerned with white pine blister rust control, Japanese beetle control, barberry eradication or black stem rust control, cereal and forage insect investigations, investigations in insects attacking stored tobacco, enforcement of foreign plant quarantines, and inspection and certification of plant materials for export. Because Virginia is one of the states under the interstate quarantine imposed by the Federal Government against white pine rust, black stem rust, and the Japanese beetle, the state provides for the cooperation of its Department of Entomology and Plant Quarantine with the bureau in the work of maintaining the quarantine and in controlling pests. Many of the insect pests and plant diseases known to exist in the United States are not found in Virginia because they do not live in the Virginia climate, or do not naturally infest plants growing in this state, and also because of the vigilance of both state and Federal workers throughout the United States in inspecting plant products found to be on the way from infested to noninfested areas, and in enforcing the quarantine against them.

The work carried on in the Bureau of Entomology in investigating insects; the activities concerned with control and eradication of plant pests and enforcement of plant quarantines carried on in the Bureau of Plant Industry; and the chemical work on insecticides and fungicides carried on in the Bureau of Chemistry and Soils were transferred in 1935 to the newly created Bureau of Entomology and Plant Quarantine. According to the Annual Report of the White Pine Blister Rust Control in Virginia for the Calendar Year 1937, the Office of Forest Pathology of the Bureau of Plant Industry in 1928 supervised the workers of the United States Forest Service who eradicated gooseberry bushes in the Shenandoah National Forest in order to protect the white pine trees from being infected by

blister rust. The blister rust develops on gooseberry bushes known technically as ribes, from which it spreads to nearby pine trees. This disease was reported in Clarke County, Virginia, in 1910, but the damage was slight, and it was not until 1928 that the eradication of gooseberry bushes or ribes, the disease hosts, was started. Since 1929, ribes eradication has been carried on continuously, but in spite of it the blister rust disease has invaded white pine stands in Virginia and in the entire southern Appalachian region. Until 1932, the ribes eradication carried on by the United States Government was confined to ribes bushes found on Federal lands. In 1932, the bureau began to cooperate with the Virginia State Department of Entomology in carrying on blister rust control, and since then it has eradicated ribes on state and private lands as well as on lands owned by the Federal Government. After this survey was completed, the office of the bureau's state leader of Blister Rust Control, established at Charlottesville for the eradication of ribes in Virginia, was moved to Harrisonburg. The Field Headquarters for blister rust control in the Southern Appalachian District is located in Richmond.

Another form of rust, the black stem rust of grains which develops on wild barberry bushes and spreads to the grain fields destroying or seriously damaging the grain crops is being combatted in Virginia. The wild barberry bushes, or hosts of the disease, must be destroyed in order to protect the crops. Barberry eradication on an effective scale began when relief labor was made available. Most of the work has been done with relief labor, although state, county, and local agencies also cooperate with the bureau in the effort to rid the country of this rust. In 1937, when the eradication campaign had been carried on for several years as scheduled in the black stem rust control program of the bureau, the state by its own request was added to those states which the bureau protects against the disease. The eradication of the wild barberry has continued to the present.

A second serious agricultural pest in Virginia is the Japanese beetle, which attacks fruits and vegetables as well as greenhouse and nursery plants. As the Division of Japanese Beetle Control maintains permanent stations in Richmond and Norfolk, the records of these stations were surveyed, but the records of the numerous roadside inspection stations, which are only temporary, were not surveyed since their records are sent to the Japanese Beetle Control Regional Headquarters at Bloomfield, New Jersey. As a result of scouting by Federal agents, the Japanese beetle was found for the first time in this state in 1928. In 1929, a quarantine against the beetle was set up by the state government. The Federal Government established an office in Norfolk in 1931, and an office in Richmond in 1932. The Service and Regulatory Announcements of the Department of Agriculture, Bulletin No. 143, dated September 1940, the most recent available bulletin, lists sixteen Virginia counties which were designated by the Secretary of Agriculture, under the authority of the Plant Quarantine Act of 1912, as in the regulated area. These are Accomac, Arlington, Culpeper, Elizabeth City, Fairfax, Fauquier, Henrico, Loudoun, Norfolk, Northampton, Prince William, Princess Anne, Stafford, and parts of Chesterfield, Nansemond, and Westmoreland.

Insect investigations are active in the state. At Charlottesville, in a new laboratory, the Division of Fruit Insect Investigations has recently started to make special studies of the mealy bug, an insect which has been found to infest the orchards in this and other states. On account of the recent establishment of this investigation, the records could not be surveyed and are not listed in this inventory. Another

destructive insect at work in Virginia is the European corn borer. A few years ago the Eastern Shore, one of the richest agricultural areas in the state on account of its trucking industry, was found to be infested with this pest, which was attacking the potato crop, the chief money crop of the area. The Virginia Eastern Shore was made a restricted area and a substation was opened at Onancock, Accomac county, by the Division of Cereal and Forage Insect Investigations.

Particularly significant for this tobacco manufacturing state are the investigations which have been carried on since 1930 by the Division of Truck Crop and Garden Insects in the field laboratory at Richmond on the tobacco moth and cigarette beetle found in the great warehouses for stored tobacco near Richmond and Danville. The division's surveys of growers' pack houses in the Southern Piedmont in 1938 and 1939, which were made by members of the staff of the Richmond laboratory and of the staff of the division's laboratory at Oxford, North Carolina, revealed that the tobacco moth had developed in the farmers' pack houses as well as in stored tobacco. Much progress was reported to have been made during 1940 in combatting the moth in the pack houses.

The office at Norfolk and the suboffice at Newport News of the Division of Foreign Plant Quarantines cooperate closely with the United States Customs Service at the dual port of Norfolk and Newport News. This division is responsible for the enforcement of foreign plant quarantines and inspection and certification of plants and plant products for export. According to the report of the chief of the bureau for 1940 the division at Newport News and Norfolk during the fiscal year 1940 inspected 1963 ships for prohibited material, and in this number found 898 ships carrying prohibited materials. The Norfolk office reported 367 interceptions of prohibited or restricted plants and plant products; the Newport News office reported 55 interceptions.

The records of nine of the twelve branches of the Bureau of Entomology and Plant Quarantine in Virginia are listed in this inventory. The records of the Division of Fruit Insect Investigations at Charlottesville, and of the stations of the Division of Cereal and Forage Insects at Onancock and at the Arlington Experiment Farm, Arlington were not surveyed and therefore are not listed. The records of the division at the Arlington Experiment Farm are not maintained at the farm but are sent directly to Washington.

THE BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE

BLACKSBURG

DIVISION OF PLANT DISEASE CONTROL
BARBERRY ERADICATION FIELD STATION
Agricultural Engineering Hall
Virginia Polytechnic Institute

On March 3, 1936, this office was transferred to Blacksburg from Wytheville, Virginia, where it had been operating since April 1934. At the time the records were surveyed, Barberry eradication was in progress in eight Virginia counties, and plans were under way for extending the work. No records of this office have been lost or destroyed, and none have been sent to Washington for preservation. The survey of these archives was completed on June 18, 1937.

142. GENERAL CORRESPONDENCE AND MISCELLANEOUS FILES, Apr. 1934 to date. Correspondence of associate pathologist with Washington, regional office in Minneapolis, field agents, WPA officials regarding employment of men on barberry eradication projects, and individuals; circular letters from Washington and regional offices to this office and to field employees; requisitions for supplies; annual narrative and statistical reports of work performed sent to Washington office; annual narrative and statistical reports sent by field agents to this office; weekly labor reports sent to Washington; narrative and statistical bimonthly reports of activities sent to Washington office; and applications for appointment. Filed alphabetically. (Frequently, official.) 9 x 12 folders and $9\frac{1}{2}$ x $11\frac{3}{4}$ pockets, 6 ft., in 4 drawers of steel filing case. R. 500 SE. (169)

143. BARBERRY SURVEY FORMS AND CARD RECORDS OF BARBERRY ERADICATION, Apr. 1934 to date. Barberry Survey Form L: Part I. Activities of original survey, name and address of owner or renter of infested property, legal description of property, count of barberry bushes, disposition, chemicals used in destruction, and name of agency or person furnishing chemicals; Part II. Resurvey activities on same property, number of bushes found with description of treatment, and map of tract under treatment. Cards with name of owner or renter of property, location of property, date of original survey, number of bushes found, destroyed, or remaining, amount of chemical used in destruction of bushes, by whom furnished, date of subsequent inspection, initials of scouts making observations, number of bushes found sprouting, destroyed or remaining. Cards attached to Form L. Cover-

ed by entry 144. Filed numerically. (Frequently, official.) 6 x 8 forms and 5 x 8 cards, 4 ft., in 4 card index trays. R. 500 SE. (171)

144. CARD INDEX TO BARBERRY SURVEY FORM L AND CARD RECORDS OF BARBERRY ERADICATION, Apr. 1934 to date. Name of owner or renter of property, location, date of survey, type of barberry present, owner's no. on Form L, and initials of squad leader. Index covers entry 143. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 3 ft., in 7 card index trays on steel filing cabinet. R. 500 SE. (172)

145. SURVEY AND TRUCK REPORTS, May 1934 to date. Monthly. Motor and license nos., estimated life of truck, average cost per mile for operation, and average miles per gallon of gasoline, statement of upkeep and repairs, and total operating costs. Survey reports: Form F. Number of properties having barberry seedlings, number of seedlings destroyed, properties having sprouting bushes, number of sprouting bushes destroyed, quantity of chemicals used, and name of agency or person furnishing chemicals; Form E. Type of survey, number of man-days, total number of new properties cleared of bushes, and number of bushes destroyed. Entered chronologically. (Frequently, official.) $9\frac{3}{4}$ x $11\frac{1}{2}$ loose-leaf book, 1 in., on steel filing cabinet. R. 500 SE. (174)

146. RECORD OF ENCUMBRANCES AND APPROVED VOUCHERS - EMERGENCY FUND, July 1, 1935 to date. Form A-3 B, Records of Encumbrances and Approved Vouchers. Date, reference no., amount of audited vouchers, liquidated and authorized encumbrances, amount of allotment, and unencumbered balance of allotment. Entered chronologically. (Frequently, official.) $10\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books (2), 4 in., on steel filing cabinet. R. 500 SE. (173)

147. FISCAL FILE, July 1, 1935 to date. Appointment questionnaires, bills of lading, bids by private firms for equipment and supplies, copies of expense accounts, notices of encumbrances, public vouchers for purchases, invoices, monthly automobile reports, pay rolls for employees on appointive and Civil Service basis, pay rolls for employees on relief rolls, inventories of equipment, telegrams, and requisitions. Filed by subject. (Frequently, official.) 9 x 12 folders, 5 ft., in 3 drawers of steel filing case. R. 500 SE. (168)

148. EMPLOYMENT RECORD CARDS, ASSIGNMENT SLIPS, REASSIGNMENT SLIPS, AND NOTICES OF CHANGE IN WORK STATUS FOR PERSONS ON BARBERRY ERADICATION PROJECTS, July 1, 1935 to date. Form EQ 74, Employment Record Card. Name and address of employee, occupation, personal data, previous employment record, type of work for which qualified, days and hours worked and salary received; USES Form 325, assigning individual to barberry eradication project; WPA Form 402, Reassignment Slip, used to transfer workers from one project to another or to assign them to this work from private or Govt. work; and WPA Form 403, Notice of Change of Work Status, issued when worker is laid off or discharged. Filed alphabetically by name of employee, under county. (Frequently, official.) 5 x 8 cards and 4 x 6 forms, 2 ft. 6 in., in 2 drawers of steel card cabinet and in card index tray. R. 500 SE. (170)

149. ALLOTMENTS OF REGULAR FUNDS AND LETTERS OF AUTHORIZATION, July 22, 1935 to date. Form EQ 13. Date, type of entry, period, description, allotment with debit, credit, balance; letters of authorization with debit, credit, balance, and net station balance; correspondence with Washington office regarding expenditures and allotments; also letters of authorization for additional expenses not included in regular allotment. Entered chronologically. (Frequently, official.) 9½ x 11½ loose-leaf book, 1 in., on steel filing cabinet. R. 500 SE. (175)

150. DISTRIBUTION LEDGER OF WORKS PROGRESS ADMINISTRATION EXPENDITURES IN BARBERRY ERADICATION, Aug. 14, 1935 to date. Official nos. of project, advice of allotment, project authorization, work project, and letter of authorization; local, type of work, and appropriation symbols; number of relief and nonrelief men, number of relief and nonrelief hours, voucher no., period, date entered, reason for expenditure or name of payee, total amount of voucher, relief salaries, nonrelief appointees' salaries, other nonrelief salaries, transportation requests and personal car expenses, per diem and misc. expense items, Govt. car and truck expenses, salt and chemical expenses, misc. supplies, bills of lading, and equipment expenses. Entered chronologically. (Frequently, official.) 11¾ x 18 loose-leaf book, 1 in., in desk. R. 500 SE. (177)

151. WORKS PROGRESS ADMINISTRATION EXPENDITURES FOR BARBERRY ERADICATION, Jan. 1, 1937 to date. Itemized records of WPA funds spent for barberry eradication in each county in which work is in progress. Date, voucher no., relief and nonrelief salaries, relief and nonrelief man-hours, travel expenses, expenditures for chemicals, and misc. expenses. Entered chronologically. (Frequently, official.) 9½ x 11½ loose-leaf book. 1 in., on metal filing cabinet. R. 500 SE. (176)

CHARLOTTESVILLE

DIVISION OF PLANT DISEASE CONTROL
BLISTER RUST CONTROL FIELD STATION
Post Office and Court House, E. Market St.

This office was established in Charlottesville in May 1934. In March 1938, it was transferred to Madison where it remained until September of that year when it was returned to Charlottesville. The function of the office is to protect the white pine stands in the state by preventing the spread of the blister rust disease. Work in this field began in Virginia in Clarke County as early as 1910. In 1928, a systemized eradication of blister rust was inaugurated. Much of the work is conducted in the national forests. Until 1934 Blister Rust Control was under the Bureau of Plant Industry. In 1934 it was transferred to the newly-created Bureau of Entomology and Plant Quarantine. None of the records of this office have been destroyed or lost, and none have been sent to Washington for preservation. The survey of these archives was com-

pleted on December 15, 1938.

152. ANNUAL REPORTS, 1932 to date. Narrative and statistical. Of state leader to pathologist in charge of regional office, Richmond, Va. Narrative section: outline and history of blister rust control work in Va.; statements of value of white pine to State; cooperative activities with state, Fed., and private organizations in eradicating blister rust; pre-eradication survey methods and activities; ribes eradication; nursery sanitation; canker elimination; and other activities. Statistical section: tables on blister rust control work. Cumulative totals of pre-eradication work on white pine stands, summaries of ribes eradication, summaries of expenditures, results of treatment of infected white pines, and results of nursery sanitation. Also printed maps, with manuscript notations, illustrating various phases of activity; excerpts from annual narrative report of pathologist in charge of regional office; mimeographed copies of monthly narrative reports of pathologist; and data assembled by state leader for his annual report. State leader had his annual report for 1937 mimeographed; planned to continue this practice. Filed chronologically. (Occasionally, official.) 9 x 12 folders and 8½ x 11 covers, 1 ft., in drawer of steel filing case. R. 212. (104)

153. CORRESPONDENCE, 1934 to date. Of state leader, Blister Rust Control, with pathologist in charge of regional office, Richmond, Va., relative to administrative matters including allotments, organization of ribes eradication work, various phases of personnel management, preparation and submission of reports and property inventories, and procurement of supplies, equipment, and materials; with agents in charge of crews performing work in field relative to administrative and technical matters; with state entomologist relative to inspections of tree nurseries; and with officials of Soil Conservation Service, Works Progress Administration, National Park Service, and Forest Service relative to cooperative activities of Blister Rust Control office and other agencies. Also memorandums from regional office to this office and copies of memorandums sent from this office to agents in field relative to technical and administrative matters. Filed by name of correspondent. (Frequently, official.) 9 x 12 folders, 1 ft. 11 in., in 2 drawers of steel filing case. R. 212. (99)

154. PRE-ERADICATION SURVEY MAPS, 1934 to date. Two maps for each county surveyed for white pine and ribes. Printed road map, with manuscript drawings and notations of location of white pine areas and of ribes, name of county, agent making survey and date of survey. Printed geological survey map, with locations of principal white pine areas shown by irregular green blocks, and location of ribes shown by small red circles; approximate locations of scattered growths of white pine, protected and unprotected areas of white pine, name of county and of agent making survey, and date of survey. Pre-eradication surveys usually carried on simultaneously with eradication work. Filed alphabetically by name of county. (Occasionally, official.) 18 x 18 loose sheets, 3 ft., on beaverboard shelves in wooden stand. Soiled and worn. Workroom (Entrance, R. 212). (106)

155. COST RECORDS AND VOUCHERS, Apr. 1934 to date. Forms: A-5

(rev.), Notice of Miscellaneous Encumbrance, to report encumbrances to accountant in charge, U. S. Treasury, State Accounts Office, Richmond, Va.; A-5a (rev.), Change in Encumbrance (Encumbrance Increase or Reduction), to accountant in charge, U. S. Treasury, State Accounts Office; A-6 (rev. Mar. 1, 1936), Requisition for Purchase, to Procurement Officer, U. S. Treasury Dept., Richmond, Va.; A-7, Purchase Order; A-8, Receiving and Inspection Report sent to state procurement officer, U. S. Treasury Dept. upon receipt of shipments requisitioned by this office; BRVA-100, Miscellaneous Encumbrances and Requisitions, monthly to regional office. Period covered, no., purpose, and amount of each encumbrance and of each requisition for reported period; and unnumbered form, Report of Purchases, monthly, of field agents to this office; also telegrams received from blister rust field agents relative to pay rolls of relief workers under their supervision; EQ-179-B.R.C. 6, Report of Cooperative Expenditures for Blister Rust Control, monthly, of state leader to regional office and to offices of cooperating state agencies. State; period covered; effective and closing dates of memorandum of understanding for cooperative work between this agency and state agencies; maximum amounts, state and Federal, to be expended; summary of cooperative expenditures, based on Federal fiscal year, showing amount allotted by state for blister rust control, expenditures prior to current month, total expenditures since beginning of fiscal year, and balance available for each allotment; same information for amounts allotted by town and individuals within state; total amount of all state funds allotted, total expenditures prior to current month, total expenditures for current month, total expenditures since beginning of fiscal year, and total balance available for expenditure from all state funds; same information for each Federal allotment; totals for both state and Federal allotments; summary of expenditures from state allotments (when the period of state fiscal year differs from the Federal), with certification by state officials in charge that statement is correct and that expenditures were made under memorandum of understanding; classification of expenditures from state allotments for monthly wages and expenses by projects operated under supervision of this office; a similar statement of expenditures from Federal allotments distributed by projects; grand totals of state and Federal expenditures; a memorandum of local cooperative funds contributed (usually in the form of services) during month, amount of local funds previously reported, name of each cooperator, and amount of contribution; and the grand total of all cooperative contributions since beginning of fiscal year; Form BRVA-C, Report on Private Cooperation, of field agents to this office. No. of pine area for which cooperation furnished; county and state; type of cooperation, whether ribes removal, haulage, office space, funds, or other type of cooperation; name and address of cooperator; location of project on which cooperation furnished; if cooperation consisted of removal of ribes, number of wild and cultivated bushes removed, number of acres worked by crewmen and scouts, number of man-hours or man-days worked by foremen and crewmen, and number of foremen and crewmen working; total or estimated value of cooperation, wages of foremen and crew, and expenditures for transportation; inclusive dates of cooperation; whether cooperator white pine or ribes owner; whether cooperation before or after agent's interview; pertinent remarks; and date of report; signed by agent making report; WPA forms: 306, Project Application; 306A,

Supplementary Project Application; and 304A, Schedule of Estimated Labor Requirements of Federal projects, sent to state WPA office; 401 (rev. 8-15-36), Requisition for Workers, of state leader to WPA labor assignment offices for project workers; 403, Notice of Termination of Employment; 404, Reclassification Slip; and 402, Notice to Report for Work on Project; Form PDC No. 1, Data Required from Applicant for Appointment for office and supervisory personnel. Personal, educational, and employment data on individual; Form EQ-74, Employment Record Card; Form EQ-75, sent to this office by field agent and by this office to regional office. Time record of services rendered by employees; unnumbered forms: semimonthly distribution record of man-hours consumed in blister rust control work in various counties, and cost of work; and Official Superior's Recommendation for Motor Vehicle Operator's License of U. S. Department of Agriculture; Form - TIR, Truck Inspection Report of field employees to this office; Form VABR-83, Monthly Report on Passenger-carying Automobiles, Motor Trucks, and Motorcycles for Month, of field agents to this office; Form BRVA-81, Statement of Travel Performed During Month in Rented, Loaned, or Government-owned Automobile, of field agents and employees; Form EQ-33, Quarterly Report of agents and employees to this office and also by this office to regional office for each automobile used by personnel. Location of vehicle, period covered, name and model of vehicle, motor no., purpose for which vehicle used, employee using vehicle, date vehicle purchased, requisition no. by which procured, and purchase price; miles run during current fiscal year, miles run during quarter, and total miles for current fiscal year; total costs for current fiscal year for garage storage, purchase of tires and tubes, repairs to tires and tubes, machine repairs, gasoline, oil and grease, and miscellaneous items; total of all costs for current fiscal year; average cost per mile for fiscal year prior to reported period, with identical information for reported period; total costs to date for garage storage, purchase of tires and tubes, repairs to tires and tubes, machine repairs, gasoline, oil and grease, and miscellaneous items; grand total costs; average cost per mile; present condition of the vehicle, number gallons of gasoline used during reported period, and total number gallons used during current fiscal year; headquarters, name, and title of employee making report; and date of report; Form AD-17A, Application for Leave - Field of members of supervisory field personnel to this office and forwarded for approval to regional office; Form 50 (1) Record of Annual Leave and (2) Record of Absence - Sickness and Without Pay; unnumbered form, Property Return. Annual, of state leader to regional office; Form EQ-34, Transfer of Property, used to record transfers of property to and from substations of this agency; Form EQ-39, Property Lost or Damaged by field agents to this office and by this office to regional office in reporting items of property lost, stolen, destroyed, or damaged beyond repair or salvage; Form EQ-5, Station Head or Project Leader Authorization issued state leader by hdqrs. office, Washington, D. C. Authority to state leader to incur necessary travel, station, and field party expenses; to travel between hdqrs. and various points in state; to employ temporary laborers and assistants; to rent offices, storehouses, post office boxes, and other utilities necessary to operation of office; to pay for supplies, repairs, and items of equipment for office; to purchase necessary misc. materials, supplies, and equipment; to fix per diem rates and mileage rates for travel of assts.; and to

delegate to assts. when necessary any of authority mentioned above; also rates of subsistence allowance, conditions and manner of travel, name and title of employee to whom issued, no. and date of letter of authorization, permanent station of employee to whom issued, effective date of authorization, date on which authorization expires, and title and no. of appropriation from which expenditures to be made; Form EQ-8, Sub-Letter of Authorization issued by state leader to field agents and employees. Date issued, name and title of field agent or employee, permanent and temporary stations of agent or employee, points between which travel may be performed, expenses which may be incurred, rate of mileage, inclusive dates of period during which authorization effective, amount of subsistence allowance, and signature and title of issuing officer; Standard Form 1013c, Pay Roll for Personal Services - Short Form (Employees on Annual Salary Basis); WPA Form 503a (rev.), Pay Roll for Personal Services - Work Projects - Hourly Basis for WPA workers on projects sponsored by this agency; Standard forms: 1012, Public Voucher for Reimbursement of Travel and other Expenses Including Per Diem of employees of agency; 1034a, Public Voucher for Purchases, and Services other than Personal. Filed by subject. (Frequently, official.) 9 x 12 folders, 5 ft. 3 in., in 3 drawers of steel filing case. R. 212. (108)

156. PINE AREA RECORD SHEETS, Apr. 1934 to date. Of surveys made to determine existence and exact location of white pine areas and ribes; also records of efforts made to eradicate ribes to control blister rust in white pine areas. Form BRVA-86, White Pine Area Record Sheet. Pine area no., county, quadrangle or section in county, Forest Service Dist. in which pine area located, name and address of owner of land, estimated and actual acreages of timber composed of 5% or more of white pine, estimated and actual acreages composed of less than 5% of white pine but worth protecting, estimated and actual acreages of stand not worth protecting, estimated and actual acreages necessary to be protected with crew, estimated and actual acreages necessary to be protected with scouts; and inventory of forest stand, with per cent stocking of stand, per cent of stand in white pine, per cent of white pine by diameters of trunks, average number of white pine per acre, inclusive ages of white pine, whether stock planted or native, type of silviculture practiced, opinion of surveyor regarding chance of stock of reaching maturity, and other species of trees in stand; findings of surveyor regarding presence of blister rust in stand, with dates of discovery on ribes and on pine; whether ribes wild or cultivated, average number per acre, general size of bushes, type of undergrowth in stand, and location of ribes in pine area; elevation of pine area; location of pine area in regard to nearest town, with detailed directions as to how area may be reached; employee making estimate and date of estimate; record of ribes control, showing year and month of each attempt to eradicate ribes, no. of plan followed, acreage covered, number of man-hours consumed, cost of work, numbers of wild and cultivated bushes pulled, and total number pulled; checking record, showing type checked, number of acres checked, number of ribes bushes pulled, number left standing, and remarks, cost of scouting and mapping pine area, of labor and foreman in eradication work, and of checking, signed by employee submitting control data, with date; record of cultivated ribes eradication in area, showing number of bushes pulled

in each group, number left, number and kinds in stand, location on property, location of property in regard to white pine area, and name and address of owner; also total number of properties in area inspected for cultivated ribes. Some of earlier records supplemented by Form BRVA-86-a, Pine Area Control Record for recording ribes eradication in area. Pine area no.; county and specific location of pine area; dates of pre-eradication survey work; number of acres examined, with number of man-days consumed and cost for agents and assts.; itemized statement of work performed, pertinent remarks, date work performed; signed by agent supervising work; also record of eradication of cultivated ribes on private properties in area. Maps of areas on which ribes bushes average 50 or more on 10 acres. Locations of white pine, pasture, hardwood, yellow pine, ribes, houses, roads, trails, paths, boundary lines, streams, ridges, and protective zones; group of misc. records, including lists of white pine plantings by nurseries and individuals, with name and address of each planter, number trees planted, and date planted; Form VA-BRN, Nursery Inspection Report prepared on completion of inspection of public or private tree nursery. Date of inspection, name and address of nursery, proprietor or mgr., no. of inspection, acres of white pine in nursery, locations of plots on which white pine to be planted before next inspection, approximate number and age of white pine to be planted before next inspection, extent of inspection of nursery and environs, condition of nursery with respect to blister rust, record of ribes found in nursery or vicinity, number of ribes pulled, man-days labor for entire inspection, cost, names and titles of employees inspecting nursery, additional statement of location and extent of pulled and unpulled ribes, and narrative reports of surveys and of eradication work performed in Shenandoah National Park, George Washington National Forest, and Jefferson National Forest; also suggestions for procedure in making surveys and in eradication of ribes. Filed alphabetically by name of county. (Frequently, official.) 9 x 12 folders, 3 ft. 8 in., in 2 drawers of steel filing case. R. 212. (103)

157. REPORTS, Apr. 1935 to date. Form EQ-78. Weekly, of field agents to this office, and of state leader to regional office. State, location of hdqrs., agent, period covered, agent's address, place work performed, number hours in office, and in field, and summary of activities; Form PDC-4, Monthly Summary - Blister Rust Control in duplicate, of field agents to this office, copy to regional office. State, period covered, name of agent, county, detailed statistical report of activities carried on by projects, such as WPA, CCC, and NYA, including information and service, ribes eradication, pre-eradication surveys, acreages of white pine examined and mapped, treatment given infected trees, nursery sanitation work performed, and clerical work performed; man-hours in office and in field; and pertinent remarks; unnumbered form, Report of Meetings Addressed, of field agents to this office, and of this office to Div. of Plant Disease Control, Richmond, Va. Date, name and class of group addressed, place of address, person to be contacted for future addresses to group, number in attendance at meeting, number of folders distributed, number of posters placed, type of lecture presented, time allotted speaker, pertinent remarks, and name and title of agent addressing meeting; mimeographed Form GW 59, Blister Rust Control monthly report on blister rust control work performed in George Washington National Forest; Form GW 60, White Pine and Ribes Survey Monthly

Report. Survey work performed in George Washington National Forest; Monthly Summary of White Pine Blister Rust Control. Work performed by employees in Jefferson National Forest; BRVA-5M, Blister Rust Control - Monthly Sanitation Report of field agents to this office. County, forest and/or dist. in which work carried on, pine area no., number pines examined, number pruned, number of pines of each trunk-diameter felled, total trees treated, number cankers of each type removed from trees, man-days used, and acreage treated for each area in which work conducted; totals of preceding items for all areas worked during month, totals for all areas worked prior to beginning of month, with grand totals; remarks relative to work; date report submitted, name and title of person submitting report, and agency by which employed; Form BRVA-D, Checker's Report on Ribes Eradication Work of field agents to this office on completion of check of ribes eradication work, separate form submitted for each pine area; unnumbered form, Report on Discovery of Blister Rust on Ribes and/or White Pine made as soon as possible after discovery by employees in field; Form BR 84, Ribes Ecology, Southern States, of field agents and employees. Date of report; state and county; names of pine area, nearest town, and creeks; species of ribes and abundance in area, elevation of land where located, extent of moisture and annual rainfall in area, description of cover and of site on which located, type and condition of soil, slope and aspect of area, character of growth and root system of ribes, density in percentages of shade in area, proximity of ribes to white pine, associates of ribes in area, abundance of fruiting and seedlings of ribes, species of birds and animals observed feeding on fruits, and phenological data on ribes in area, showing times of earliest leafing, flowering, fruiting, leaf fall, and seedling germination; whether land on which located is owned by National Forest or State Forest, National Park, or private individual; and name of recorder of data; Form BRVA-101, Ribes Ecology Plot Data used in making studies of ribes. State, county, and quadrangle in which ribes located; pine area and plot nos.; size of plot and general data on pine area in which located, showing aspect of area, presence and abundance of blister rust and name of its host, how corners of plot and area marked, elevation of area, presence or absence of moisture in area, presence and proximity of nettles or large weed growth to white pines, presence of fallen logs and brush, extent of rainfall during year and during growing season, density of shade, type of soil and water holding capacity, slope of land, type of undergrowth, and visibility on day worked; how plot was worked; abundance of ribes in area, fruiting if any observed, habit of growth and estimate of number of feet of live stem; numbers of ribes bushes, classified according to size; location in plot of ribes seedlings, suggested time for eradication, and place found; name of person assembling and recording data, with date recorded; Form Letter WP-3, U. S. Employees Compensation Commission notifying office of receipt of Compensation Commission forms submitted for injured employees, with statement that additional forms or information necessary before decisions can be reached or payment of claims made; CA forms: 1 (rev.), Employee's Notice of Injury and Original Claim for Compensation and Medical Treatment, 2 (rev.), Official Superior's Report of Injury, 3 (rev.), Report of Termination of Total or Partial Disability, 4 (rev.), Claim for Compensation on Account of Injury, 16, Request for Treatment of Injury under the United States Employees Compensation Act, and Special 17, Request for Examination of Works Progress Administration Employee When Claim is in Doubt; and Form S-69, Public

Voucher for Services and Supplies of Hospitals and Physicians - U. S. Employees Compensation Commission; WPA Form 351, Foreman's Accident Report submitted by foremen in field to this office for each accident; Standard Form 26, Driver's Report - Accident - Motor Transportation; Standard Form 27, Investigating Officer's Report - Accident - Motor Transportation, and Statement of Witness (Accident - Motor Transportation); Form VA-EX, Report on Exhibit of field agents on completion of exhibit. Name and location of fair or meeting at which exhibit made; name, title, and business address of person in charge of fair or meeting; type of exhibit; dimensions of floor space; estimated numbers of persons attending fair or meeting and exhibit; number and type of bulletins distributed; man-hours of agent, of foreman, and of crew necessary for putting on exhibit, with total man-hours; costs of personnel necessary to set up and maintain exhibit; costs of transportation, lights, supplies, and other items; grand total cost of exhibit; and remarks pertinent to exhibit, with detailed description. Also records of mapping data, blister rust diagnosis methods and data, blister rust treatment procedure, and surveying methods; and copies of news items relative to blister rust control work. Reports on forms GW 59 and GW 60, and Monthly Summary of White Pine Blister Rust Control in quadruplicate; one copy sent to regional office, Richmond, Va., two to office of forest supvr. of George Washington National Forest, and one retained. Filed chronologically under form no. or title. (Frequently, official.) 9 x 12 folders, 1 ft.4 in., in 2 drawers of steel filing case. Poorly arranged. R. 212. (109)

158. PERSONNEL CARD RECORDS, Sept. 1935 to date. Form EQ-74, Employment Record Card. United States Employment Service office at which employee registered; Employment Service identification no.; Employment Service official who referred employee; relief status of employee, appointment no., name, age, number of dependents, veteran status, legal residence, and permanent address if different from his legal residence; number of years of experience in normal occupation; educational record; extent of experience in handling men; place and number of years of experience on blister rust control if any; place and number of years of experience on barberry eradication if any; name and address of person to be notified in case of accident or illness; certification of employee with date that no member of his immediate family is in employment of U. S. Govt.; record of time worked and wages paid, with employee's work classification. Attached to Employment Record maintained for WPA employees of this agency, USES Form 325, Assignment Slip - Works Program; WPA Form 403, Notice of Termination of Employment; and in some instances, WPA Form 404, Reclassification Slip. Filed alphabetically by name of employee. (Occasionally, official.) 5 x 8 cards and 4 x 6 forms, 10 in., in pasteboard card index tray on shelf in steel supply cabinet. R. 212. (105)

159. PROPERTY INVENTORY SHEETS, Jan. 1, 1937 to date. Form BRVA-IN, Inventory Sheet - Blister Rust Control, used for issues of property to field agents. Serial no. of sheet, agency furnishing funds for purchase of property, classification no. and description of property, whether procured by purchase from vendor or by transfer from some other office or agency, purchase order no. and purchase date, if purchased, unit cost

of property, total number of articles on hand at time of first issue, movement record of property with date of movement, names of persons issuing property, number of articles issued, names of persons receiving property, and number of articles received by each; name or initials of person relieved of responsibility for articles lost, worn-out, or damaged, with number lost, worn-out, or damaged; total number of articles issued; total number received; serial no. of form used for recording articles issued to or received from field agents, or transferred to other offices or agencies; also in case employee relieved of responsibility for lost, stolen, damaged, or worn-out articles, serial no. of form used to show that employee no longer responsible. Entered numerically by classification no. of article. (Frequently, official.) $9\frac{3}{4}$ x $11\frac{1}{2}$ loose-leaf books (3), 3 in., in wooden desk drawer. Workroom (Entrance, R. 212). (107)

NEWPORT NEWS

DIVISION OF FOREIGN PLANT QUARANTINES
PORT INSPECTION FIELD HEADQUARTERS
Post Office and Custom House, 2500 West Ave.

This office was established August 1, 1936. No records have been lost or destroyed and none have been sent to Washington for preservation. The survey of these archives was completed on May 25, 1937.

160. REPORTS, Aug. 8, 1936 to date. Form EQ-9, Post Report; Form EQ-66, Packing Materials Inspection Record; Form EQ-201 (rev.), Notice of Shipment of Nursery Stock and Other Plants and Seeds; Form EQ-242 (rev.), Ship Inspection Report; Form 261 (rev.), Restricted or Prohibited Plant Material Temporarily in U. S. Ports; Form EQ-280 (rev.), Weekly Report on Inspection of Importations Entered Under Permit; Form EQ-372 (rev.), Application for Inspection and Certification of Domestic Plants and Plant Products for Export; Form EQ-375 (rev.), Export Certificate Domestic Plants and Plant Products; Form EQ-398-a (rev.), Bill for Inspection of Agricultural Products; Form EQ-416, Report of Overtime; Form EQ-473 (rev.), Monthly Summary of Activities; Form 368-a (rev.), Notice of Arrival; Form 474 (rev.), Monthly Summary of Interceptions of Prohibited Plants and Plant Products; Form 536-b, Field Applications for Leave; Form 936, Current Interception Sheet; and Standard Form 1044, Schedule of Collections. Filed chronologically. (Frequently, official.) $3\frac{1}{2}$ x $7\frac{1}{2}$ and $7\frac{1}{2}$ x 10 folders, 3 in., in drawer of steel filing case. R. 26. (11)

NORFOLK

DIVISION OF FOREIGN PLANT QUARANTINES
PORT INSPECTION FIELD HEADQUARTERS
Federal Bldg., 600 Granby St.

This office was established under the Bureau of Entomology and Plant Quarantine in 1934. From September 1927 to about January 1, 1928, it operated under the Federal Horticulture Board; from January 1, 1928, until 1933 under the Plant Quarantine Control Administration; and from 1933 to 1934 under the Bureau of Plant Quarantine. The office which carried on the work under these successive agencies was located in the Custom House from September 1, 1927, through October 1927; in the Immigration Building from November 1927 through April 1931; at 111 West Main Street from May 1931 through October 1934; and since October 1934 at the present location. By official authorization the inspector's reports for 1929 - 1933 were destroyed. No records have been sent to Washington for preservation. The survey of these archives was completed on May 13, 1937.

161. RETURNED IDENTIFICATIONS, Nov. 13, 1913 to date. Form EQ-9, complete description of insects found on plants or fruits carried by vessels entering Norfolk and Newport News. Date insect was referred to this division for inspection, type of pest and whether found dead or alive, name of plant or fruit on which found, place of origin and place collected, name of inspector, name of vessel inspected, date insect was found, name and no. of port, entry no. of vessel, extent of examination and extent of infestation of vessel. Five copies are made of each record, four copies sent to Division of Foreign Plant Quarantines, Washington, D. C. Arranged chronologically. (Frequently, official.) 3 x 6 loose sheets, 4 ft., in 2 drawers of wooden filing case. R. 217. (2934)

162. FINANCE PAPERS, Feb. 1932 to date. Travel expense vouchers, purchase orders, property records, and current inventories of field property returns. Filed numerically. (Frequently, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 217. (1670)

163. MONTHLY BILLS, AUTHORIZATIONS, AND ALLOTMENTS, June 1, 1932 to date. Monthly allotments, and authorization for expenditures for telephone service, storage, per diem and travel expenses of inspectors, and gas and oil for automobiles. Arranged chronologically. (Frequently, official.) 8½ x 11 loose sheets, 9 in., in drawer of wooden filing case. R. 217. (2935)

164. MISCELLANEOUS CORRESPONDENCE, June 30, 1932 to date. With inspector in charge at Bloomfield, N. J., regarding foreign cargoes inspected by this division, and with individuals relative to Quarantine Act passed in 1912 to regulate importation of nursery stock. Arranged

chronologically. (Frequently, official.) 9½ x 11 loose sheets, 1 ft. 6 in., in drawer of wooden filing case. R. 217. (2937)

165. NOTICE OF ARRIVAL OF MISCELLANEOUS MERCHANDISE, June 19, 1933 to date. Form 368-B. Name of port, dates of entry and departure, and name and nationality of vessel, names of consignee and shipper, kind and quantity of merchandise, identification marks, and dates inspected and released, with signatures of deputy collector and inspector. Filed chronologically. (Frequently, official.) 8½ x 11 loose sheets, 1 ft. 6 in., in drawer of wooden filing case. R. 217. (2973)

166. ASSIGNMENT CARDS, Jan. 1, 1934 to date. Filled out by inspector inspecting vessels arriving at Norfolk and Newport News; name and nationality of vessel, location of dock, port of departure, route traveled by vessel, number of passengers, time of inspection, nature and location on vessel of plant material, and comments and signature of inspector. Each card constitutes an assignment to inspector to board certain vessel. Information recorded by inspector used for reference in making a more comprehensive report which is forwarded to Washington, D. C. Filed alphabetically by name of ship. (Daily, official.) 3 x 5 cards, 4 ft., in 4 drawers of wooden filing case. R. 217. (3006)

167. PACKING MATERIALS INSPECTION RECORD, Nov. 1934 to date. Form EQ-66. Customs entry no. of packing material carried by vessels entering Norfolk, name of country of origin, name of commodity packed, quantity of packing material, and location on ship; list of pests found, indicating whether alive or dead, disposition made of them, name of port of origin, date, remarks, if any, and signature of inspector. (Frequently, official.) 5 x 8 loose sheets, 2 in., in drawer of steel and wooden filing case. R. 217. (2936)

168. CERTIFICATES OF CUT FLOWERS: REPORTS OF SHIPMENTS, Dec. 1, 1934 to date. Form 826, Report of Shipment, certificate of shipment of cut flowers by individual dealer. Name and address of firm making shipment, date of issue of certificate, number and type, and period of time for which made. Arranged chronologically. (Frequently, official.) 4 x 7 loose sheets, 1 ft., in drawer of steel filing case. R. 217. (2933)

169. RESTRICTED OR PROHIBITED PLANT MATERIAL TEMPORARILY IN UNITED STATES PORTS, Jan. 1, 1935 to date. Form 261. Port and name of vessel carrying restricted plant material, dates of arrival and sailing, kind and quantity of material, location on vessel, origin, conditions under which found, and safeguards used; also inspector's report; form signed by inspector and officer in charge of plant material; officer affirms no quarantined plant material in section of ship for which he is responsible will be landed in U. S. or thrown into waters within three mile limit. Filed alphabetically by name of ship. (Frequently, official.) 5 x 8 loose sheets, 3 in., in drawer of wooden and steel filing case. R. 217. (3888)

170. REPORTS OF NURSERIES AND GREENHOUSES, June 8, 1937 to date.

Form 5, filled out and sent to inspector in charge by nurserymen and greenhouse proprietors shipping to dealers within regulated areas. Name and address of concern making report, date, name of concern receiving shipment, number of B certificates attached, if any, and type of plants shipped. Purpose of reports to aid in preventing spread of Japanese Beetle. The "B" certificate attached to form indicates that there has been plant infection within the area. Filed chronologically. (Frequently, official.) 4 x 7 loose sheets, 1 ft. 6 in., in 2 drawers of steel filing case. R. 217. (3007)

NORFOLK

DIVISION OF JAPANESE BEETLE CONTROL
JAPANESE BEETLE FIELD STATION
Federal Bldg., 600 Granby St.

This office was established in 1931. Until November 1934 it was located in the Seaboard Building. At that time it was removed to its present location. None of the records have been lost or destroyed and none have been sent to Washington for preservation. The survey of these archives was completed on May 19, 1937.

171. CLASSIFIED ESTABLISHMENTS, Jan. 1, 1923 to date. Form 41R, Nursery and Greenhouse Data of Inspectors of Bureau of Entomology and Plant Quarantine of nurseries and other establishments shipping flowers and plants from areas infested by Japanese Beetle. Date inspection was made, name of inspector, complete name and address of person or concern operating business, township or county, kind of plants grown, whether grown inside or outside, where disposed of, whether wholesale or retail, disposal, where soil for potting plants was obtained, whether sterilization or fumigation of soil had ever been made and method or material used, number of square feet under glass or number of acres planted in outside stock. Attached to Form 41R is Form 68, Classified Record. Name and address of firm operating business, type of business, Japanese Beetle classification, whether establishment was scouted for beetles during last season, date scouted, number of beetles found in establishment, whether adjacent property was scouted during last beetle season, number of beetles found on adjacent property, and address and distance of property from this establishment. If uncertified material had been received, full details regarding it were given. Original and first carbon copy forwarded to hdqrs. office. Filed chronologically. (Frequently, official.) 4 x 7 loose sheets, 1 ft., in drawer of steel filing case. R. 215. (2929)

172. MISCELLANEOUS CORRESPONDENCE, Sept. 1, 1931 to date. With headquarters at Bloomfield, N. J., relative to articles exempt from certification requirements under Japanese Beetle Quarantine, salaries and expenses of field workers, transportation expenses of field workers,

garage storage for Govt. trucks, and requests for A and B certificates. Related letters attached to each other. Filed chronologically. (Daily, official.) 8 x 12 folders, 4 ft., in 3 drawers of steel filing case. R. 215. (3005)

173. INTEROFFICE REPORTS OF SHIPMENTS BETWEEN DEALERS, Jan. 28, 1932 to date. Form 34. Name of office reporting, date of report, certificate no., date shipped, names and addresses of concern sending and concern receiving shipment, and list of contents of shipment. Retained in office at Norfolk, Va., which cooperates with offices in states of N. J., Pa., Del., N. Y. and Conn. to prevent spread of Japanese Beetles. Filed chronologically. (Frequently, official.) 3 x 5 loose sheets, 6 in., in drawer of steel filing case. R. 215. (3122)

174. REPORT OF NURSERY AND GREENHOUSE SCOUTING, Jan. 30, 1936 to date. Of field workers of Norfolk Division Scouting Force, inspecting greenhouses and nurseries, giving date and time of scouting, number of hours spent in search, condition of weather, location of nursery or greenhouse, on what section of greenhouse or nursery inspection has been completed, source of potting soil, date last scouted, name of field worker, and name and address of foreman. Attached to report is map indicating exact location of greenhouse or nursery searched. Filed chronologically. (Daily, official.) 4 x 7 cards, 6 in., in drawer of steel filing case. R. 215. (2932)

175. FIELD WORKER'S REPORTS, June 9, 1937 to date. Form EQ-829, report of field employees to inspector in charge, showing name of employee, town or locality to which assigned, date and number of inspections made, name and address of shipper, whether plants are infested or free, number of official visits made with approximate hours required, name of person and of state visited, and date of expiration of employee's service with dept., with reason. Filed chronologically. (Frequently, official.) 4 x 7 loose sheets, 6 in., in drawer of steel filing case. R. 215. (2931)

176. INSPECTION PLATFORM REPORT, June 15, 1937 to date. Reports of Japanese beetle inspectors on information submitted by individuals concerning infested plants and produce being prepared for shipment. Form 80 showing date and inspection point, name of inspector, list of inspected articles from which beetles were removed, list of packages in same shipment which were inspected and certified, number of beetles removed, and number of units certified. Filed chronologically. (Frequently, official.) 4 x 7 loose sheets, 6 in., in drawer of steel filing case. R. 215. (2930)

177. PRODUCE CERTIFICATES, June 23, 1937 to date. Form EQ-645, Report of Shipment. Date of shipment, date to be canceled if not made within specified time, name and address of consignor and consignee, car or truck no., mode of shipping, materials or products shipment consists of, inspector's signature, and instructions for making Report of Shipment and disposal of report. Arranged chronologically. (Frequently, official.) 4 x 7 loose sheets, 1 ft., in drawer of steel filing case. R. 215. (2878)

NORFOLK

DIVISION OF TRUCK CROP AND GARDEN INSECT INVESTIGATIONS
TRUCK CROP INSECT INVESTIGATION FIELD LABORATORY
Virginia Truck Experiment Station
Diamond Springs, Norfolk County

This office was established in 1929. The policy of the office is to destroy correspondence which has been retained for five years if copies of such correspondence are on file in the headquarters office in Washington. No records have been lost and none have been sent to Washington for preservation.

178. MISCELLANEOUS CORRESPONDENCE, INACTIVE, Jan. 1, 1929 - Dec. 31, 1937. Of asst. entomologist, Va. Truck Experiment Station, Diamond Springs, Norfolk Co., Va., with Bu. of Entomology and Plant Quarantine, Dept. of Agr., Washington, D. C., relative to experiments, condition of soil peculiar to this locality, and preparation of reports; with entomologists at other experiment stations concerning their methods of experimenting; and with firms supplying farm equipment and chemicals used in eradication of insects and pest control. Related to entry 189. Filed chronologically. (Seldom, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. 1st floor, NW. (6667)

179. FIELD NOTES, INACTIVE, Jan. 1, 1929 - Dec. 30, 1938. Of entomologist on his experiments on truck crop and garden insects; procedure he plans to follow to correct adverse conditions; action of chemicals on plants; whether, after treatment, plants showed arsenical injury, and treatment he plans to use to counteract this injury. Entomologist travels over great part of Tidewater section. If farmer troubled with unknown parasite that damages his crops, he sends for entomologist, who takes samples and notes all phases of destruction; he experiments at Va. Truck Experiment Station, and if he discovers what will destroy insect, reports it to farmer, with recommendations as to procedure to follow. Data also forwarded to Washington, D. C. Related to entry 191. Filed chronologically. (Seldom, official.) 8 x 10½ folders, 4 ft., in 2 drawers of wooden filing case. 1st floor, NW. (6674)

180. INDEX FILE, INSECTS, Jan. 1, 1929 to date. Card shows no. of insect, genus and species, with date determined; name and location of host; date specimen taken; name of collector; part of host affected; situation when specimen taken; stage of insect when taken, whether egg, larva, pupa, or adult; number of specimens taken; notes on findings of asst. entomologist; and notation of any other records which would assist him on this particular case. No. assigned to each species to expedite work, eliminating necessity of writing full Latin name. File indexes all specimens of insects taken by entomologist while at work in field. Detailed information in Field Notes File.

See entries 179 and 191. Filed alphabetically by genus of insect. (Frequently, official) 3 x 5 cards, 6 in., in drawer of wooden card cabinet. 1st floor, NW. (6689)

181. PHOTOGRAPHIC DEAD FILE, Jan. 1, 1929 to date. Envelopes containing photographs of plants and insects, record no. assigned to envelope, date and place photograph taken, date copy sent to Washington, D. C., name of insect, and measures adopted to reduce plant destruction. These photographs show damage to plants by insects; never published by Dept. of Agriculture, Washington, D. C., but kept in case needed. See entry 182. Filed numerically by no. on envelope. (Seldom, official.) 5½ x 7½ envelopes, 4 in., in drawer of steel filing case. 1st floor, NW. (6687)

182. PHOTOGRAPHIC FILE, Jan. 1, 1929 to date. Envelopes containing photographs of plants and insects, record no. assigned to envelopes, date and place photograph taken, date copy sent to Washington, D. C., name of insect, and measures adopted to reduce plant destruction. These photographs show damage to plants by insects; used by Department of Agriculture, Washington, D. C., to illustrate bulletins published for farmers' use. See entry 181. Filed numerically by no. on envelope. (Frequently, official.) 5½ x 7½ envelopes, 6 in., in drawer of steel filing case. 1st floor, NW. (6688)

183. PROPERTY INDEX CARDS, Jan. 3, 1929 to date. Of each article of nonexpendable property in use at Experiment Station. Name of article, date and place from which received, and whether in use at present, lost, damaged, or transferred. Used in preparing annual inventory. Arranged alphabetically by name of article. (Seldom, official.) 3 x 5 cards, 3 in., in drawer of wooden card cabinet. 1st floor, NW. (6673)

184. BUREAU CIRCULARS, INACTIVE, Jan. 6, 1929 - Dec. 4, 1937. Unnumbered mimeographed circulars which Bu. of Entomology and Plant Quarantine prepares and sends at intervals to experiment stations to suggest experiments and to inform them of newest approved methods of combating crop-damaging insects, experiments being conducted in other localities, latest chemicals in use, results of laboratory tests, and photographs which illustrate experiments. Related to entry 190. Arranged chronologically. (Seldom, official.) 8 x 10½ loose-leaf books, 6 in., in drawer of wooden filing case. 1st floor, NW. (6671)

185. TRAVEL EXPENSE VOUCHERS, INACTIVE, Jan. 1, 1930 - Dec. 31, 1936. Form 1012a (dated May 3, 1929), Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem, submitted in duplicate to Washington, D. C., by employees for reimbursement of expenses incurred in official travel. Agency to which voucher submitted, appropriation title and no. on which voucher drawn; name, address, domicile, official hdqrs., and residence of payee; inclusive dates of period covered; no. and date of letter of authorization under which travel performed; and total amount of voucher; signed by payee who gives no. of check, thus indicating receipt; also itemized statement of travel performed and expenses incurred for each day in period covered by

voucher; in event travel performed on transportation request, date of travel, no. of request, points between which traveled, transportation company, and amount of ticket. Related to entry 188. Filed chronologically. (Rarely, official.) 8 x 10½ folders, 1½ in., in drawer of steel filing case. 1st floor, NW. (6677)

186. ANNUAL REPORTS, INACTIVE, Jan. 2, 1930 - Jan. 1, 1935. Submitted annually by asst. entomologist, Va. Truck Experiment Station, Diamond Springs, Norfolk Co., Va., to Washington, D. C., on work performed by members of station personnel during year. Names of projects and time spent on each, phases investigated, summary of laboratory work, field studies, progress in beetle control, study of chemicals used in combating crop-damaging insects, services rendered to community, and lists of places where experiments conducted. Related to entry 187. Filed chronologically. (Seldom, official.) 8 x 10½ folders, 5 in., in drawer of wooden filing case. 1st floor, NW. (6669)

187. ANNUAL REPORTS, ACTIVE, Jan. 1, 1936 to date. For description, see entry 186. Filed chronologically. (Seldom, official.) 8 x 10½ folders, 3 in., in drawer of steel filing case. 1st floor, NW. (6670)

188. TRAVEL EXPENSE VOUCHERS, ACTIVE, Jan. 1, 1937 to date. For description, see entry 185. Filed chronologically. (Frequently, official.) 8 x 10½ folders, ½ in., in desk drawer. 1st floor, NW. (6676)

189. MISCELLANEOUS CORRESPONDENCE, ACTIVE, Jan. 1, 1938 to date. For description, see entry 178. Filed chronologically. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. 1st floor, NW. (6668)

190. BUREAU CIRCULARS, ACTIVE, Jan. 3, 1938 to date. For description, see entry 184. Arranged chronologically. (Frequently, official.) 8 x 10½ folders, 3 in., in drawer of steel filing case. 1st floor, NW. (6672)

191. FIELD NOTES, ACTIVE, Jan. 1, 1939 to date. For description, see entry 179. Arranged chronologically. (Frequently, official.) 8 x 10½ loose-leaf books (2), 2 in., on top of desk. 1st floor, NW. (6675)

RICHMOND

DIVISION OF JAPANESE BEETLE CONTROL
JAPANESE BEETLE FIELD STATION
Broad-Grace Arcade, 217 E. Broad St.

This office was established in December 1932. None of its records

have been lost or destroyed and none have been sent to Washington for preservation. The survey of these archives was completed on January 21, 1937.

192. CLASSIFICATION RECORDS, Jan. 8, 1930 to date. Name and address of establishment, date obtained, name of inspector, kinds of plants growing, where grown, where disposed of, number square feet under glass, number acres planted in outside stock. Form cards (not for distribution) show data on various plant establishments to aid this office in its work. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 1 in., in 2 wooden and steel drawers of card cabinet. R. 213. (385)

193. DEALER'S MONTHLY REPORTS OF SHIPMENTS, Jan. 1, 1933 to date. Show destination of shipment by state, number of shipments, number of certificates issued, date of report, and signature of shipper. Reports are for shipments made by plant dealers outside of quarantine territory. Filed by name of dealer under state. (Daily, official.) 8½ x 11 folders, 9 in., in steel drawer of filing case. R. 213. (386)

194. TRAP INSPECTORS' REPORTS, June 16, 1933 to date. Record date, city in which traps are located, name of inspector, total number of traps set, number removed, time, and location of traps. Filed alphabetically by location of trap. (Daily, official.) 8½ x 11 folders, 3 in., in steel drawer of filing case. R. 213. (392)

195. GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. Correspondence on administrative affairs with other Government beetle control offices, and Department of Agriculture, Washington, D. C. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 1 ft. 9 in., in 2 steel drawers of filing case. R. 213. (384)

196. NURSERY AND GREENHOUSE SCOUTING REPORTS, Jan. 1, 1936 to date. Show date and time of inspection, condition of weather, establishment and location, units scouted, source of potting soil, last date scouted, name and address of foreman. (Daily, official.) 5 x 8 forms, 9 in., in wooden and steel drawer of card cabinet. R. 213. (390)

197. RECORD OF TREATMENTS, Jan. 6, 1936 to date. Show kind of treatment, type of place treated (whether nursery or greenhouse), address of place, hour and date of treatment, name of inspector, and description of treatment. Filed by name of establishment treated. (Daily, official.) 5 x 8 cards, 1 in., in steel and wooden drawer of card cabinet. R, 213. (388)

198. CERTIFICATES OF SHIPMENTS FROM RICHMOND, Feb. 29, 1936 to date. Duplicates of certificates given to shippers showing date of shipment, number of report, name and address of shipper, to whom shipped, type of carrier in which shipped, kind of shipment, and name of inspector; certificates are eventually destroyed as they have no permanent value. Filed alphabetically by state. (Daily, official.) 4½ x 5 cards, 3 ft., in 7 wooden and steel card cabinets. R. 213. (387)

199. DAILY REPORTS, June 16, 1936 to date. Record name of town, date, name of inspector, and brief account of his activities for the day. Filed by name of inspector. (Daily, official.) 3½ x 8 cards, 1 ft., in steel drawer of card cabinet. R. 213. (389)

200. MISCELLANEOUS REPORTS, Sept. 21, 1936 to date. Reports from platform inspectors at Fredericksburg showing date and point of inspection, name of inspector, item inspected, unit certified, and beetles removed; also reports from Norfolk branch office to this office; special reports from Fredericksburg which give time of arrival and departure of trucks. Filed by type of report. (Daily, official.) 8½ x 11 folders, 4 in., in steel drawer of filing case. R. 213. (391)

RICHMOND

DIVISION OF PLANT DISEASE CONTROL
BLISTER RUST CONTROL FIELD HEADQUARTERS
Grace-American Bldg., 4th and Grace Sts.

This office was established on August 16, 1935, as the headquarters for the Southern Appalachian Region which includes the District of Columbia and Del.,Ga., Ky., Md., N. C., S. C., Tenn., Va., and W. Va. No records have been lost or destroyed and none have been sent to Washington for preservation. Records dating prior to 1935 were transferred to this office. The survey was completed on January 22, 1937.

201. RUST RECORD CARDS, 1923 to date. Location, owner, date, area in white pine, elevation, and short comment. Filed alphabetically by subject under state. (Daily, official.) 5 x 8 cards, 4 in., in steel and wooden drawer of card cabinet. R. 803. (357)

202. CARD RECORDS ON TRANSPORTATION, Mar. 30, 1931 to date. Station number, date, receipt for transportation requests, inclusive serial numbers of requests, number of book, name and title of recipient; also record of identification cards issued to workmen for tax exemption on gasoline purchased by them for official use. Filed by state. (Daily, official.) 3 x 5 cards, 3 in., in steel and wooden drawer of card cabinet. R. 803. (354)

203. SUMMARIES, Aug. 9, 1933 to date. Condensed reports to Washington showing states and counties in which work was carried on, number of acres covered, and number of currant and gooseberry bushes removed. Filed by subject. (Daily, official.) 10 x 12 folders, 8 in., in steel drawer of filing case. R. 804. (359)

204. AUTOMOBILE AND TRUCK REPORTS, Jan. 1, 1934 to date. Signed itemized statements showing the upkeep, operating expenses, distance traveled, and locality. State appointed agents submit duplicate bills for operating costs. Filed by state. (Daily, official.) 10 x 12

folders, 3 in., in steel drawer of filing case. R. 804. (353)

205. BUDGET BOOKS, July 1, 1934 to date. Date, description, type (or number), period, debit (expenditures and encumbrances), balance, space for accountant's distribution for blister rust control stations. Filed chronologically. (Daily, official.) 10 x 14½ loose-leaf books (2), 2 in., on office table. R. 804. (351)

206. GENERAL CORRESPONDENCE, July 1, 1934 to date. Correspondence with Department of Agriculture in Washington and state leaders under the jurisdiction of this office and located in Georgia, Maryland, North Carolina, Tennessee, West Virginia, and Virginia, relative to eradication of currant and gooseberry bushes. Filed by state. (Daily, official.) 10 x 12 folders, 6 ft., in steel, and wooden and steel drawers of filing cases, and 2 steel transfer cases. R. 804. (349)

207. MISCELLANEOUS FILES, July 1, 1934 to date. Encumbrances, pay rolls, vouchers, purchase orders, requisitions, and time sheets; originals sent to financial department at Washington and cover such items as automobile repairs and fuels, office equipment, transportation, expense accounts of agents, and general expenses for supplies of this office. Filed by subject under state. (Daily, official.) 10 x 12 folders, 8 ft., in 1 steel drawer of filing case. R. 804. (350)

208. PERSONNEL CARD RECORDS, July 1, 1934 to date. Name and address of employee, kind and term of occupation, education, signature of employee; also various WPA forms relative to status and rating of employees. Filed by state. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in 2 steel and wooden drawers of card cabinet. R. 803. (348)

209. PROPERTY INVENTORY, July 1, 1934 to date. Article, date of purchase, number, cost, description, how disposed of, date disposed of, and inventory of tools and equipment used by workmen in the field. Filed by state. (Monthly, official.) 5 x 8 cards, 4 in., in steel and wooden drawer of card cabinet. R. 803. (355)

210. REPORTS AND DATA ON BLISTER RUST CONTROL, Nov. 1, 1934 to date. Record of activities and results of workmen in controlling blister rust on trees showing total number of acres, acres of pine trees, and location by county and state, date, number of work days and number of man-hours. Other data include maps, graphs, reports, tabulations, etc. Filed alphabetically by state. (Daily, official.) 10 x 12 folders, 5 ft. 8 in., in 4 steel drawers of filing cases. R. 804. (356)

211. ALLOTMENT LEDGER, July 1, 1935 to date. Department appropriation, title, description of project, date of entry, reference, audited vouchers, encumbrances, allotments, and new balances. (Daily, official.) 11 x 16 loose sheets, 1 in., on office table. R. 804. (352)

212. SCHEDULE OF DISBURSEMENTS, July 1, 1935 to date. Date, name of project manager, and purchasing agent, encumbrances and approved vouchers, reference number, amount of audited vouchers, encumbrances

liquidated and authorized, allotment, and unencumbered balance of allotment. Filed by state. (Daily, official.) 9½ x 11½ loose-leaf book, 1 in., on office table. R. 804. (358)

RICHMOND

DIVISION OF TRUCK CROP AND GARDEN INSECT INVESTIGATIONS
STORED-TOBACCO INSECT INVESTIGATION FIELD LABORATORY
17 N. Boulevard

This office was established on January 1, 1934. Prior to this date the work was carried on by the Division of Stored Products and Household Insect Investigations which was established in Danville on July 1, 1930. The office was transferred to Richmond on July 1, 1931 and was located at 200 Bland Street until June 30, 1933. It was then removed to 3303 Floyd Avenue where it remained until July 1, 1936. On that date it was removed to the present address. The Division of Stored Products and Household Insect Investigations was discontinued, and the present agency was set up on January 1, 1934, and given custody of the records. No records have been destroyed and none have been sent to Washington for preservation. The survey of these archives was completed on December 7, 1936.

213. COLD TEMPERATURE AND EFFECT ON INSECTS, n.d. Bibliography of foreign and domestic articles and publications on effects of cold temperatures on tobacco insects. Each card shows name of author, place, name and date of publication, also name of book and number of page on which article is found with a synopsis of the article. (Once or twice a year, official.) 5 x 8 cards, 3 in., in wooden and steel card cabinet. 1st floor. (375)

214. ADMINISTRATIVE MEMORANDA, Mar. 28, 1929 to date. Correspondence from Washington, giving information, instructions, and regulations relative to administration of this office. Filed by title. (Daily, official.) 10 x 11½ loose-leaf books (3), 4 in., on office table. 1st floor. (360)

215. VOUCHERS, 1930 to date. Carbon copies of original vouchers which were sent to Washington for expenses of this office. Filed according to subject and fiscal year. (Daily, official.) 9½ x 11¾ folders, 3 ft. 2 in., in 3 steel and wooden drawers of filing case. 1st floor. (381)

216. ATMOSPHERIC FUMIGATION, July 1, 1930 to date. Tabulations showing kind of tobacco used for experiment, date, locality, fumigant used, dosage, length of exposure, temperature, space fumigated, wind velocity, test spike, depth in tobacco, number of test insects, number of insects living, and percentage of insects killed. Filed by subject. (Seldom, official.) 9½ x 11¾ folders, 2 in., in steel drawer of filing

case. 1st floor. (369)

217. BIOLOGY AND ECONOMICS OF TOBACCO, July 1, 1930 to date. Tabulated and manuscript data deduced from daily notes on tobacco moth, cigarette beetle, and their parasites showing period of incubation and condition of insect under certain temperatures. Filed according to subject. (Seldom, official.) 9½ x 11¾ folders, 2 in., in steel drawer of filing case. 1st floor. (367)

218. COPIES AND TRANSLATIONS OF MANUSCRIPTS, July 1, 1930 to date. Translations into English of manuscripts in French, German, Polish, and Russian, and copies of articles published in English on the following: cigarette beetle, tobacco moth, parasites of tobacco insects, fumigation, and miscellaneous related subjects. Manuscripts are used by this office as references to supply additional data for bulletins on insect control published by this office. Filed by subject. (Frequently, official.) 9½ x 11¾ folders, 10 in., in steel drawer of filing case. 1st floor. (379)

219. DRAWINGS, July 1, 1930 to date. Of laboratory equipment and tobacco insects in different stages of development. Filed by subject. (Seldom, official.) 9½ x 11¾ folders, ½ in., in steel drawer of filing case. 1st floor. (377)

220. GENERAL CORRESPONDENCE, July 1, 1930 to date. Correspondence with division chief in Washington, insecticide and fumigant manufacturers, and field stations located in Oxford, N. C.; Clarksville, Tenn.; Windsor, Conn.; Quincy, Fla; and Florence, S. C., relative to personnel, management of this office, fiscal matters, and direction of project on tobacco insects. Filed alphabetically. (Daily, official.) 9½ x 11¾ folders, 8 ft., in 8 wooden and steel drawers of filing case. 1st floor. (363)

221. INSECT POPULATION AND DAMAGE, July 1, 1930 to date. Date and place examination was made, experiment number, type of tobacco, weight of samples, number of dead and live insects found; some of the data are used in publications. Area covered by tests: Connecticut, Virginia, North Carolina, South Carolina, Georgia, Florida, Kentucky, Tennessee. Filed alphabetically. (Seldom, official.) 9½ x 11¾ folders, 1 in., in steel drawer of filing case. 1st floor. (371)

222. LIFE HISTORY STUDIES OF EPHESTIA ELUTELLA, July 1, 1930 to date. Hibernation data, hygrothermograph charts, temperature of experiments, data on larvae, pupae, and adult insects and their seasonal history. Filed by subject. (Seldom, official.) 5 x 8 cards, 1 ft. 4 in., in steel drawer of card cabinet. 1st floor. (376)

223. MISCELLANEOUS FILE, July 1, 1930 to date. Information on leases, memoranda of understanding, program of work and reports. Each drawer is labeled according to station concerned: Richmond, Virginia; Oxford, North Carolina; Clarksville, Tennessee; Quincy, Florida; Florence, South Carolina. Filed by subject. (Seldom, official.) 9½ x 11¾ folders, 2 ft. 4 in., in 5 wooden and steel drawers of filing cases. 1st floor. (365)

224. ORIGINAL COPIES OF MANUSCRIPTS, July 1, 1930 to date. Original copies of published and unpublished manuscripts on the following subjects: cigarette beetle, tobacco moth, flea beetle, control of insects in stored tobacco, fumigation, suction-light traps, fauna of cured tobacco, and various news releases. Some of these manuscripts were published, others kept separate and labeled accordingly. Filed alphabetically. (Seldom, official.) 9½ x 11¾ folders, 1 ft. 2 in., in steel drawer of filing case. 1st floor. (378)

225. ORIGINAL NOTES ON FUMIGATION, July 1, 1930 to date. Notes on life history of cigarette beetle (Lasioderma Sorricorne), made from warehouse and laboratory experiments, and used for publications by this office. Filed alphabetically. (Seldom, official.) 5 x 8 cards and loose sheets, 1 ft. 1 in., in steel and wooden drawer of card cabinet. 1st floor. (366)

226. PHOTOGRAPH FILE, July 1, 1930 to date. Photographs of insect traps, life histories of insects on cured and growing tobacco, and personnel of tobacco companies and this office; and photographs made by Mr. W. D. Reed in Turkey and Greece. Each envelope is numbered, and shows name of insect, date, space for remarks, date retouched, and date order finished. Photographs are mounted on cards giving subject, locality, photographer, description, office, and date. Filed by subject. (Seldom, official.) 11¼ x 9½ folders and envelopes, 2 ft. 6 in., in 2 steel drawers of filing case. 1st floor. (364)

227. RECORD OF INVENTORIES OF RICHMOND STATION, July 1, 1930 to date. Card for each piece of property used by this station (office and field), such as motor vehicles, office furniture, kodaks, and equipment for kodaks. Filed alphabetically. (Once a month, official.) 3 x 5 cards, 4 in., in steel drawer of card cabinet. 1st floor. (383)

228. SUCTION-LIGHT TRAP CATCHES, July 1, 1930 to date. Tabulation sheets showing results of use of suction-light traps; date period ends, number of days, number of traps, adult insects caught in domestic and Turkish tobaccos. Filed chronologically. (Seldom, official.) 9½ x 11¾ folders, 4 in., in steel drawer of filing case. 1st floor. (373)

229. PERSONNEL DATA, July 11, 1930 to date. Name of employee, grade, period of service, and salary. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, ½ in., in steel drawer of card cabinet. 1st floor. (362)

230. NOTES ON CONSULTATIONS AND FUMIGATIONS OUTSIDE OF RICHMOND, July 1, 1932 to date. Name of concern, address, date, notes giving description of building, type and result of fumigation; notes in regard to habits of tobacco insects and spread of the tobacco beetle. Filed alphabetically. (Seldom, official.) 5 x 8 cards, 1 in., in wooden and steel drawer of card cabinet. 1st floor. (368)

231. TEMPERATURE RECORDS, Dec. 1, 1932 to date. Temperatures of tobacco in open and closed warehouses, inside and outside of hogsheads, shown on charts and in typed data bearing name of tobacco company, and date temperature was taken. Filed by subject. (Seldom, official.)

9½ x 11¾ folders, 1 in., in steel drawer of filing case. 1st floor. (372)

232. FIELD MEMORANDA, Oct. 26, 1933 to date. Mimeographed and typewritten bulletins from U. S. Department of Agriculture giving instructions and information to field agents. Filed chronologically. (Daily, official.) 8 x 10½ loose-leaf books, ½ in., on table in office. 1st floor. (361)

233. LEDGER SHEETS, July 1, 1934 to date. Carbon copies of expenditures of this station sent from accounting office in Washington; each sheet gives the previous balance, symbol, date, reference number, audited vouchers, encumbrances, allotments, and unencumbered balance of allotment. Arranged chronologically. (Daily, official.) 11½ x 14½ loose-leaf books (2), 2 in., on office table. 1st floor. (380)

234. VACUUM FUMIGATION, July 30, 1934 to date. Tabulations showing kind of tobacco used for experiment, date, locality, fumigant, dosage, length of exposure, temperature, space fumigated, wind velocity, test spike, depth in tobacco, number of test insects, number of insects continuing to live, and percentage of insects killed. 9½ x 11¾ folders, 2 in., in steel drawer of filing case. 1st floor. (370)

235. RECORD OF EXPENDITURES, Jan. 1, 1935 to date. Carbon copies of ledger sheets which record vouchers paid by Finance Department at Washington for expenses of this office. (Daily, official.) 13 x 15 bound vol., 1 in., on office table. 1st floor. (382)

236. DUSTING EXPERIMENTS, Feb. 2, 1936 to date. Results of use of insecticide dust in laboratory and warehouse as a control for tobacco insects. Filed by subject. (Daily, official.) 9½ x 11¾ folders, ½ in., in steel drawer of filing case. 1st floor. (374)

THE OFFICE OF EXPERIMENT STATIONS

THE EXTENSION SERVICE

INTRODUCTION

To understand how and why the Division of Cooperative Extension and the Virginia Experiment Station at Blacksburg function, it is necessary to understand not only their origin and their relation to each other, but the origin of the Virginia Polytechnic Institute and how the two Federal agencies are related to it.

The institute antedates both the Experiment Station and the Extension Service. On July 2, 1862, the United States Congress passed the Morrill Land Grant Act which some historians believe "undoubtedly the most important piece of educational legislation ever passed in this country." The act gave Virginia, as it did each of the other states, 30,000 acres of land for each congressman representing the state. The land was ordered to be sold, and the proceeds invested to secure a perpetual fund for "the endowment, support, and maintenance of at least one college where the leading object shall be, without excluding other scientific and classical studies, and including military tactics, to teach such branches of learning as are related to agriculture and the mechanic arts, in such manner as the legislature of the states may respectively prescribe, in order to promote the liberal and practical education of the industrial classes in the several pursuits and professions in life." Although Virginia had seceded from the Union in 1861, there existed a sort of 'vest pocket' loyal state government with headquarters at Alexandria, which the Federal Government had recognized principally to enable the western section of Virginia, which is now the state of West Virginia, to secede from Virginia and to enter the Union with at least nominal conformity to constitutional requirements. It was not, however, until Virginia had returned to the Union as a "reconstructed" state that the general assembly of Virginia took steps to utilize the fund. By an act of March 19, 1872, the assembly ordered that two thirds of the annual interest which had accrued on the proceeds from the sale of the land donated to the state by the Federal Government be appropriated to the Preston and Olin Institute at Blacksburg in Montgomery County. The act stipulated among other conditions that the name of the institution should be changed to the Virginia Agricultural and Mechanical College, that the trustees of the institute should transfer by deed or other proper conveyance its buildings and other property to the Virginia Agricultural and Mechanical College, and that Montgomery County should appropriate $20,000 for the erection of additional buildings or for the purchase of a college farm. The Preston and Olin Institute had been incorporated by the general assembly of Virginia in an act of February 28, 1854, as the Olin and Preston Institute, "a seminary of learning for the instruction of youth in the various branches of science and literature, the useful arts, and the learned and

foreign languages." By an act of March 5, 1896, the words "and Polytechnic Institute" were added to "Virginia Agricultural and Mechanical College." Thus the legal title is the Virginia Agricultural and Mechanical College and Polytechnic Institute, although the college authorizes the title Virginia Polytechnic Institute. This land grant college was first opened to students in the autumn of 1872.

In 1887 the United States Congress gave to Virginia as to each state an annual grant for the establishment and support of an agricultural experiment station. In 1888 the general assembly of Virginia made the station a department of the land grant college. In 1906 the state provided for a small annual appropriation to be made to the station, and in the same year congress under the Adams Act increased the original grant. In 1925 and again in 1935, congress made additional appropriations under the Purnell and Bankhead-Jones acts.

In due course the experiment stations all over the United States accumulated a large amount of scientific data. The agricultural colleges published this data in valuable bulletins for farmers. They sent lecturers on agriculture to counties and invited farmers to visit the stations. They believed that they could in this way get farmers to farm scientifically. According to Dr. J. D. Eggleston, former president of the Virginia Polytechnic Institute, in his address to the Institute of Rural Affairs at Blacksburg July 18, 1939, it was Dr. Seaman A. Knapp more than anyone else who convinced the United States Government and the members of the General Education Board, which had been incorporated by congress in 1903, that the most effective way to teach the farmer was to have a demonstration agent take the scientific data accumulated at the experiment stations to the farms. Through the influence of the secretary of the General Education Board an arrangement was made with the United States Department of Agriculture whereby Dr. Knapp, with offices in Washington, might undertake demonstration work in the southern states. On February 13, 1906, the General Education Board made an appropriation to carry on demonstration work in Mississippi, and in March the work was under way. Dr. H. B. Frissell, principal of Hampton Institute, Hampton, Virginia, the college which received the remaining third of the proceeds from the sale of lands donated to Virginia under the Morrill Land Grant Act of 1862, called the attention of Dr. Eggleston to the work Dr. Knapp was doing in Mississippi. These two brought Dr. Knapp to Richmond to explain his idea to the Governor and to other Virginia leaders. Dr. Knapp accepted their invitation to inaugurate the work in the state on condition that they would seek an appropriation from the general assembly at its next meeting in 1908. Meanwhile, on the recommendation of Dr. Knapp to the secretary of the General Education Board that cooperative demonstration work be started in Virginia during 1907, that Mr. T. O. Sandy of Burkeville, Virginia, be asked to act as traveling agent, and that the work during 1907 be limited to three counties contiguous to Burkeville, the board at its meeting on February 7, 1907, appropriated for the work in Virginia during that year, a sum not to exceed $4500. In May 1907, Mr. Sandy reported at the Tenth Conference for Education in the South, which met at Pinehurst, North Carolina, that he then had twenty farmers working under his direction. In 1908, the general assembly made an appropriation for boys' and girls' club work, and Dr. Knapp agreed to start the boys' corn clubs in Virginia. In the spring of 1909, Southall Farrar, Mr. Sandy's assistant, organized seventy-five boys in Dinwiddie County, and twenty-five in Chesterfield County, and started "the one boy - one acre corn plots." In May 1910, at a conference called at Richmond by the

Governor of Virginia, Dr. Knapp outlined his plan for "girls' tomato clubs" somewhat on the lines of the corn clubs for boys. In June, Miss Ella G. Agnew was appointed state agent for the girls' clubs in Virginia thus becoming the first home demonstration agent in the United States. In July 1910, Miss Agnew made her first field trip, and in 1911, club work was started in three Virginia counties. The title, "girls' canning clubs," was adopted about the same time.

When the work of the county agricultural agent had proved its value to the state, it was found necessary to create a holding company through which appropriations from the United States Department of Agriculture and from the state could be expended. Thus the general assembly of Virginia passed an act, approved March 17, 1910, "to constitute a united agricultural board to co-ordinate the Virginia College of Agriculture and Polytechnic Institute and the Virginia Agricultural Experiment Station, the commissioner and State Board of Agriculture, and the State Board of Education, in co-operation with the United States Department of Agriculture, for the betterment of agricultural, experimental and demonstration work, and generally to advance the agricultural interest of this state, and to authorize boards of supervisors to appropriate county funds for experimental and demonstration work in their respective counties." The United Board of Agriculture functioned until 1914. In an act approved March 17, 1914, the general assembly abolished the board at the request of the board itself and of the Virginia Polytechnic Institute, and transferred the work to the Institute.

On May 8, 1914, the Smith-Lever Act was approved. The act provided that agricultural extension work might be inaugurated in connection with the land grant colleges. It stipulated that the work should be carried on in cooperation with the United States Department of Agriculture and that appropriations be administered by the land grant college or colleges as the state might direct. An initial annual appropriation of $10,000 was made to Virginia as to each of the other forty-seven states. Additional appropriations were to be allotted annually by the Secretary of Agriculture and paid in the proportion which the rural population of the state bears to the total rural population of all the states. It was further provided that the additional appropriations would not be made to any state until the legislature of the state had appropriated a sum which equaled the Federal appropriation for that year.

During the quarter of a century in which the Extension Service has operated, it has come to be one of the most important of the Federal agencies for carrying out programs which depend upon the education and cooperation of the farm people to make them effective. The other agencies of the Department of Agriculture located at Blacksburg with which it cooperates are the recently opened office of the Division of State and Local Planning of the Bureau of Agricultural Economics, which acts as an overall planning board for the "action agencies" of the United States Department of Agriculture in the state; the state office of the Agricultural Adjustment Administration; the barberry eradication headquarters of the Division of Plant Disease Control of the Bureau of Entomology and Plant Quarantine; the district offices of the Rural Rehabilitation Division of the Farm Security Administration; and the office of the state coordinator, and the office of the state land planning specialist of the Land Utilization Division, of the Soil Conservation Service. A cooperative wildlife research and demonstration field station of the Division of Wildlife Research of the Fish and Wildlife Service of the Department of the Interior, formerly the Bureau of Biological Survey of the Depart-

ment of Agriculture, is also located at the college. In addition to cooperating with these agencies which have offices at the college, the service also sooperates through its agricultural and home demonstration agents with the Farm Credit and Rural Electrification administrations of the Department of Agriculture and with the independent agencies, the Federal Housing Administration and the Tennessee Valley Authority. The agricultural agent and the home demonstration agent acquaint the farm population with the policies and programs of these agencies.

The staff of the Virginia Agricultural Experiment Station cooperates with the agencies of the Department of Agriculture and with other Federal agencies which seek to solve certain agricultural problems in the state by research and experimentation. These specialists work with the Bureau of Plant Industry in making many investigations which involve plant nutrition and crop relations; with the Bureau of Entomology and Plant Quarantine in conducting studies of plant diseases and pests; with the Bureau of Chemistry and Soils in surveying the soils of different counties of the state; and with the Soil Conservation Service in developing methods to combat soil erosion. In the year 1906, the General Assembly of Virginia made an appropriation for tobacco experiments to be administered by the Agricultural Experiment Station. A similar appropriation had been made by the Federal Government in 1904 for tobacco experiments to be carried on in the heart of the dark air-cured tobacco section near Appomattox. At the time, the policy of uniting the state and Federal work was discussed. This policy which was adopted in 1906 still prevails. By 1908, five temporary cooperative experiment stations were operating in Virginia, and cooperative experiments on private farms in fruit raising and pasture management were under way.

It may be seen from this account that the relationship of the land grant college, the Agricultural Experiment Station, and the Extension Service as they operate on the campus of the College and throughout Virginia is very close. Many members of the scientific staff of the Experiment Station are also resident members of the faculty of the Virginia Polytechnic Institute, and some of the work of the Experiment Station forms the basis for much of the resident teaching of the college. The Division of Cooperative Extension carries the results of the research collected by the Experiment Station to the farms and homes through its planned demonstration work on the farms and in the homes and also through the Extension Service Review, published monthly in Washington, and the Extension Division News and the 4-H Club Letter, published monthly at Blacksburg, which give the results of experiments or investigations carried on by the Virginia Experiment Station or its substations.

At present (1941), the Virginia Agricultural Experiment Station maintains nine substations. The records at the substations were not surveyed since the records of the Experiment Station at Blacksburg, which were surveyed, include copies of the essential records of the eight substations that were operating when the survey was made. One of these substations was the Caroline County Station near Bowling Green. The tobacco investigations at this station are carried on in cooperation with the Bureau of Plant Industry of the United States Department of Agriculture. The work, however, is considered to be of the same experimental nature as that carried on at the other substations. The records in the county offices of the agricultural and the home demonstration agents of the Division of Cooperative Extension were not surveyed as copies of their essential records are included with the other records of the division which were surveyed at Blacksburg.

THE OFFICE OF EXPERIMENT STATIONS

BLACKSBURG

VIRGINIA AGRICULTURAL EXPERIMENT STATION
Virginia Polytechnic Institute
(A) Agricultural Engineering Hall
(B) Teaching and Administration Bldg.
(C) Dairy Bldg.
(D) Extension Division Bldg.
(E) Agricultural Engineering Laboratory

This station was established at the Virginia Polytechnic Institute in 1888 as a department of the college in accordance with the provisions of the Hatch Act, approved March 2, 1887. The act provided for the establishment of agricultural experiment stations in connection with state agricultural colleges. The station operates a substation in each of the following counties: Appomattox, Augusta, Caroline, Charlotte, James City, Nansemond, Orange, Pittsylvania, and Washington. Investigations are conducted in field crops, animal industry, dairying, plant pathology and bacteriology, horticulture, agricultural chemistry, farm and household engineering, wildlife conservation, agricultural economics, home economics, and rural sociology. The station acquires information of value to agriculturalists in the state, and cooperates with various agencies of the United States Department of Agriculture in research and experimentation in the effort to solve serious agricultural problems. It is closely affiliated with the Virginia Truck Experiment Station at Norfolk, the director of which is a member of the faculty of the Virginia Polytechnic Institute. It also maintains a plant pathologist in Chatham, Pittsylvania County, in Charlottesville, Albemarle County, and in Winchester, Frederick County, and an entomologist in Winchester.

In 1896 a fire destroyed some of the financial records. Field notebooks and other work sheets that are basic while experiments are being conducted are considered of little value after the publication of the conclusions derived from the experiments. They are rarely retained. No records have been sent to Washington for preservation. The survey of these archives was completed in December 1937.

Director

237. PERSONNEL CARDS, 1894 to date. Comp. Form 10, Advice of Employment - Separation - Change in Rate - Transfer. Name of employee, address, dept. or division, date of employment, capacity in which em-

ployed, approval, salary, and personal data; date resignation or discharge effective; change in rate of pay; place to and from which transferred; also change in official capacity. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 6 in., in 2 steel card cabinets. R. 202 (Bldg. A). (124)

238. GENERAL FILE OF THE DIRECTOR, Oct. 1, 1904 - 1905; 1907 - 1909; 1911 - 1913; 1926 - June 30, 1932. Correspondence of director with school officials, individuals, and directors and staffs of other experiment stations; telegrams; annual reports to Pres. of V. P. I., 1905 - 1906; narrative reports to director of experiment stations, Washington, D. C., for year ending June 30, 1906; bulletins and circular letters from Pres. of V. P. I.; and invoices for purchases. Related to entry 242. Filed alphabetically. (Never.) 10½ x 14 vols. (4) and 9 x 12 folders, 5 ft. 7 in., in pasteboard boxes and 2 steel and 3 pasteboard transfer cases. Basement, storage vault (Bldg. A). (118)

239. LEDGER RECORDS OF APPROPRIATIONS AND DISBURSEMENTS, July 1, 1906 - Feb. 29, 1928. Appropriations to Experiment Station from state funds appropriated annually and from Federal funds authorized by Hatch Act of 1887, Adams Act of 1906, and Purnell Act of 1925. Records dated July 1, 1906 - June 30, 1915. Type of expenditure, budget, and amount of disbursement under each general type, date of expenditure, name of person or concern to whom payment was made, and purpose of expenditure. Records dated July 1, 1915 - Feb. 29, 1928, one volume. Title of appropriation, fiscal year, date of disbursement, purpose, name of concern or person to whom made, items purchased or expense incurred, and name of dept. incurring expense; also four day books containing same type of information as permanent ledgers. Covered in part by index, entry 240. Indexed by type of expenditure or title of appropriation. (Never.) Variously sized vols. (8), 1 ft., on floor. Covers soiled. Basement, storage vault (Bldg. A). (120)

240. INDEX TO DISTRIBUTION LEDGER, 1915 - 1928. Name of company to which disbursements made, fund from which payments made, date, and amount of each payment. Index covers in part entry 239. Arranged alphabetically. (Never.) 11½ x 14 loose-leaf book, 2 in., on floor. Cover soiled. Basement, storage vault (Bldg. A). (121)

241. MISCELLANEOUS FILE OF THE DIRECTOR, 1924 - 1926. Correspondence of director with school officials, individuals, and directors and staffs of other experiment stations; telegrams; misc. papers, bulletins and circular letters from Pres. of V. P. I. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 202 (Bldg. A). (130)

242. GENERAL FILE OF THE DIRECTOR, May 1924 - 1926; 1932 to date. Correspondence of director with school officials, individuals, and directors and staffs of other experiment stations; telegrams; annual reports to Pres. of V. P. I.; narrative reports to office of Experiment Stations, Washington, D. C.; bulletins and circular letters from Pres. of V. P. I.; and purchase invoices. Related to entry 238. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 13 ft., in

5 drawers of steel and 2 drawers of wooden filing cases. R. 202 (Bldg. A). (122)

243. MISCELLANEOUS FILE, June 1925 to date. Project outline. Objective and reason for project, previous work regarding subject, procedure, time limit, financial support and cost, number of persons to be employed, and cooperating depts.; also bulletins, circular letters, mailing lists, instructions, special correspondence of director, and data on studies made by station personnel. Filed by subject. (Occasionally, official.) 8½ x 11 loose papers, 10 ft., in wooden drawers (60). R. 202 (Bldg. A). (128)

244. PURCHASE ORDERS, Mar. 1928 to date. Three forms for each order: Preliminary Requisition. Requisition no., date, name of company from which article or material is to be purchased, name of dept. requisitioning, itemized list of articles and price, project for which purchase is to be made, title of fund or allocation, and signature of person making order. Form 1-Comp, Formal Requisition. Requisition no., dept. or office making requisition, quantity and description of articles, price, name of firm from which purchase is to be made, appropriation or fund, and signature or initials of director. Form 4, Purchase Order. Purchase order no., date, name of concern filling order, no. and description of articles, cost, cost less discount, appropriation no., and signature of officer making order. Filed alphabetically by name of firm. (Mar. 1928 - June 30, 1933, rarely; July 1, 1933 to date, occasionally, official.) 9 x 12 folders, 14 ft. 9 in., in pasteboard boxes (2), 3 drawers of steel filing case, and 2 steel transfer cases. Basement, storage vault (Bldg. A). (119, 123)

245. LEDGER RECORDS OF APPROPRIATIONS AND DISBURSEMENTS, July 1, 1928 - June 30, 1934. Appropriations to Experiment Station from Federal funds authorized by Hatch Act of 1887, Adams Act of 1906, Purnell Act of 1925, and appropriations from state funds. Records of disbursements. Type and purpose of expenditure, name of person or concern to which payment was made, name of dept. incurring expense, and amount. Covered by index, entry 246. Indexed by appropriation title. (Occasionally, official.) 17½ x 21 loose-leaf book, 3 in., on desk. R. 202 (Bldg. A). (125)

246. INDEX TO DISTRIBUTION LEDGER, July 1, 1928 to date. Name of company to which disbursement made, fund from which payment made, date, and amount. Index covers entry 245. Arranged alphabetically. (Occasionally, official.) 12 x 14½ loose-leaf book, 5 in., on desk. R. 202 (Bldg. A). (126)

247. ANNUAL NARRATIVE REPORTS FROM DEPARTMENTS AND SUBSTATIONS, 1929 to date. Accomplishments of dept. during fiscal year and aims for ensuing year. Reports will be published in bulletin form. Filed alphabetically by dept. (Occasionally, official.) 9 x 12 folders, 5 ft., in 3 drawers of steel filing case. R. 202 (Bldg. A). (129)

248. RECORD OF METEOROLOGICAL OBSERVATIONS, Jan. 1934 to date. Daily temperature, precipitation, air pressure, wind conditions, and misc. phenomena; also monthly summaries and signature of officer making

observations. Entered chronologically. (Occasionally, official.) 9½ x 12 vol., 1 in., on filing case. R. 202 (Bldg. A). (127)

Bookkeeping Department

249. LEDGER ACCOUNTS OF RECEIPTS AND DISBURSEMENTS FOR VIRGINIA AGRICULTURAL EXPERIMENT STATION, 1896 - June 30, 1905; July 1, 1911 - 1934. Date of receipt of funds, title of fund or allocation, whether state, Hatch, or Adams, and amount of allocation; also date of disbursement, name of person to whom disbursement made, check or voucher no., and purpose of expenditure. Related to entry 250. Entered chronologically. (Never.) 16 x 19 vols. (6) and 14½ x 23 vol., 1 ft. 3 in., on floor. Covers mildewed. Tower Storage Room (Bldg. B). (166)

250. LEDGER BOOK OF RECEIPTS AND DISBURSEMENTS FOR VIRGINIA AGRICULTURAL EXPERIMENT STATION, July 1, 1905 - June 30, 1911. Financial accounts for Station. Date of receipt of funds, title of fund or allocation, whether state, Hatch, or Adams, and amount of allocation; also date of disbursement, name of person to whom disbursement made, check or voucher no., and purpose of expenditure. Related to entry 249. See entry 449, under the Extension Service. Entered chronologically. (Rarely, official.) 16 x 23 vol., 2 in., on table. Covers soiled and mildewed. R. 111 (Bldg. B). (165)

251. PETTY CASH FUND - VIRGINIA AGRICULTURAL EXPERIMENT STATION, Mar. 23, 1928 - June 30, 1935. Daily record of expenditures. Date of disbursement, no. of check or voucher, fund or allocation from which check was drawn, and amount of disbursement. Entered chronologically. (Never.) 10¾ x 16 vol., 1 in., on floor. Mildewed and dusty. Tower Storage Room (Bldg. B). (167)

Department of Agronomy

252. REPORTS OF EXPERIMENTS PERFORMED AT SUBSTATIONS IN LOUISA AND APPOMATTOX COUNTIES, 1908 - 1920. Experiments on crop rotations, use of fertilizers, and seed selection in growing tobacco, wheat, corn, and various types of hay. Name of crop, place of experiment, year, size of plot, name of investigator and of director, nature and object of experiment, character and condition of soil, manner and time of preparation of soil, cultivations and hoeings, treatment for insects and pests, accounts of harvesting and preparation for market, amount of yield, quality, disposition of crop, and remarks; also financial statement of costs of production and proceeds from sales. Another type of report used chiefly, not exclusively, for reporting on tobacco investigations. Amount of fertilizer used per acre, variety of seed used, manner of fertilization, spacing of plants, date of plantings, number of replantings, cultivation record, date of harvest, method of curing tobacco, rate of yield and value of each grade per acre, value of crop per acre, cost of fertilizer per acre, net value of crop, and manner of disposition of crop. Results of experiments used by station supervisors and dept. head in assembling data for preparation of bulletins. Filed by subject. (Never.) 9 x 12 folders and 8 x 13 loose papers, 10 in., in drawer of steel filing case. Basement, storage vault (Bldg. A). (146)

253. MISCELLANEOUS FILE OF DATA AND RESULTS ON VARIOUS EXPERIMENTS CONDUCTED BY THE AGRONOMY DEPARTMENT, 1909 - 1919. Notes on experiments and tests with rough summary notes and recommendations based on field notes. Use of fertilizers: green manure, acid phosphate, phosphate and sulphur, lime, and ground limestone; experiments on growth and maturity of corn; potato seed tests; forage experiments; red clover experiments; and crop rotation. Material in this file duplicates, in part, that found in files in office of agronomist. Filed by subject. (Never.) 9 x 12 folders and 9 x 13 bundles, 4 ft. 5 in., in drawer of steel filing case and on 2 steel shelves. Dirty and scattered. Basement, storage vault (Bldg. A). (145)

254. GENERAL CORRESPONDENCE, 1914 - 1916; 1920, 1923, 1925 - 1932. Of the agronomist with members of local and field Experiment Station staff, members of local and field Extension Div. staff, and supts. of substations, relative to agronomical problems. Filed alphabetically. (Never.) 10 x 12¼ packages, 8 ft. 9 in., on floor. Dirty and damaged by faulty containers. Basement, storage vault (Bldg. A). (1)

Agronomist

255. FIELD NOTES ON CROP ROTATION, Mar. 1, 1908 - Jan. 21, 1921. Form PTI. Experiments at substations located at Chatham and Axton, Va., on tobacco, clover, corn, and cowpeas, and on mixed grass and other types of grass. Name of dept. conducting experiment, type of crop, time covered, nature of experiment, location of field, sizes and nos. of plots, fertilizer, variety of seed, method of distribution of fertilizer, date of planting, number of times of replanting, per cent stand secured, number of times horse cultivated, times hand hoed, date of harvesting, total yield per acre, cost of fertilizer per acre, value of crop per acre less cost of fertilizer, amount of increase in yield and value by use of lime, disposition of yield after harvest, final disposition of crop, and remarks, if deemed contributory. If experiment was on tobacco, number of times suckered, whether or not scaffolded, method of cure, and amount and grade of tobacco yielded per acre by type of land. Arranged chronologically. (Rarely, official.) 9 x 14 paper package, 2 in., on box. Dirty, torn, damaged by careless handling and faulty containers. R. 404 (Bldg. A). (2)

256. MISCELLANEOUS FILE OF DATA ON VARIOUS EXPERIMENTS CONDUCTED BY THE AGRONOMY DEPARTMENT, 1913 - 1921. Statistical and narrative manuscript notes. Fertilizers: green manure, acid phosphate, phosphate and sulphur and sulphur lime, and ground limestone. Experiments on growth and maturity of corn, forage experiments, legume tests, orchard grass experiments, potato seed tests, red clover experiments, crop rotation experiments, and many other experiments. Also rough summary notes and recommendations based on field notes. Filed by subject. (Occasionally, official.) 9 x 12 folders, 2 ft. 10 in., in 2 drawers of steel and wooden filing case. Dirty, torn, scattered. R. 404 (Bldg. A). (5)

257. ANNUAL REPORTS AND MISCELLANEOUS DATA, July 1, 1914 - June 30, 1936. Annual reports giving narrative accounts and statistical summaries made from field notes and notebooks of associates and assistants

in Agronomy Department and superintendents in charge of substations in several counties; also in file miscellaneous data on experiments conducted at substations; used in preparation of the annual reports. Material and statistics for bulletins taken from these reports. Field notes not preserved as a general rule, but may be retained indefinitely when experiments are of particular importance or interest, or material in notes not completely covered by bulletins. Filed alphabetically by name of substation, assistant, or associate. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Dirty and worn. R. 404 (Bldg. A). (11)

258. FIELD NOTES ON ORCHARD GRASS, June 1923 - June 1926. Experiments to determine best types of orchard grass and conditions best suited to its growth. Plant no., color, date of blooming, measurements, date of pollen maturity and of harvesting, and narrative notes of explanation. Information for mimeographed circulars and printed bulletins for distribution to public. Filed chronologically. (Rarely, official.) 9 x 12 vols. (7), 2 in., on table. R. 404 (Bldg. A). (4)

259. FIELD NOTES ON THE GROWTH AND MATURITY OF CORN, June 1924 - Nov. 1926. Experiments made at local station on various phases of cultivation of corn. Gram weight of seed planted, length, width (both inside and out), thickness, weight in water, type of dent, specific gravity, date of germination, hours of germination, weight of grain gathered from each planting, height and circumference of corn stalk, and dates of tasseling, silking, and pollen maturity; conducted to enable this dept. to make recommendations and suggestions to farmers. Recommendations available to public in bulletin and in mimeographed form. Filed chronologically. (Rarely, official.) 9 x 12 vols. (26), 8 in., on table. Older volumes dirty. R. 404 (Bldg. A). (81)

260. REQUISITIONS, 1925 to date. Form 1-Comp. Requisition no., dept. or office making requisition, quantity of articles, description, price, name of firm from which purchase was made, appropriation or fund from which payment was made, and signature or initials of director noting approval. Filed alphabetically. (Occasionally, official.) 3 x 12 letter file and 9 x 12 folders, 1 ft. 1 in., on shelf in steel supply case. R. 404 (Bldg. A). (9)

261. APPLICATIONS, July 19, 1927 - Oct. 21, 1931. From various individuals to agronomist for employment at Experiment Station; also related correspondence. Filed chronologically. (Rarely, official.) 8½ x 11 loose papers, 3 in., in cardboard letter file. R. 404 (Bldg. A). (6)

262. COPIES OF ORDERS FOR SUPPLIES AND EQUIPMENT, Jan. 13, 1931 - June 11, 1936. Form 4. Order no., date, name of concern filling order, no. and description of articles, cost less discount, appropriation no., and signature of officer making order. Indexed chronologically. (Occasionally, official.) 7 x 9 loose-leaf book, 2 in., on filing case. R. 404 (Bldg. A). (10)

263. GENERAL CORRESPONDENCE, Jan. 1, 1933 to date. Of agronomist with members of Experiment Station staff, supts. of substations, and

individuals, relative to activities of Agronomy Dept. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 3 ft. 3 in., in 5 drawers of steel filing cases. R. 404 (Bldg. A). (7)

264. CORRESPONDENCE OF THE ASSISTANT AGRONOMIST, Jan. 1, 1933 to date. With school officials and various individuals and concerns, relative to problems in agronomy. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of steel filing case. R. 404 (Bldg. A). (12)

265. TENNESSEE VALLEY AUTHORITY CORRESPONDENCE OF THE AGRONOMIST, Jan. 1, 1935 - Mar. 1936. With TVA officials, and other agricultural experiment stations in region affected by TVA; also expense accounts, monthly reports of assistant county agents cooperating in sponsoring TVA projects in southwest Va., general data on TVA, and project outlines. TVA finances portion of work in southwest Va. Agronomist exercised general supervision over projects co-sponsored by TVA and Extension Service. Filed by subject. (Occasionally, official.) 9 x 12 folders, 10 in., in drawer of steel filing case. R, 404 (Bldg. A). (8)

Assistant Agronomist

266. MISCELLANEOUS NOTES AND DATA ON EXPERIMENTS CONDUCTED BY THE ASSISTANT AGRONOMIST, July 28, 1924 - Nov. 1936. On corn: row no., variety, pounds corn per plat (marketable and unmarketable), total bushels of corn per acre (marketable and unmarketable), per cent marketable, pounds Stover corn per plat, and tons Stover corn per acre. On timothy: plat no., variety, pounds per subplat, average pounds per acre, and tons per acre. On sweet corn: row no., variety, gathering period, number of days from planting till beginning of harvest, per cent stand, number of ears per acre (sound, wormy, total), per cent sound ears, yield in pounds per acre, and number of ears per stalk. Also notes on minor experiments on oats, barley, wheat, rye, clover, various types of beans, potato seed, soybeans and lespedeza. Performed with crop rotation, continuous cropping, new clipping, fall-planting, and fertilizers, such as lime, phosphate and sulphur, colloidal phosphate, and nitrogen. Indexed chronologically. (Occasionally, official.) 9 x 12 vols. (78), 1 ft, 6 in., in wooden bookcase. Worn. Attic, SW. corner (Bldg. A). (3)

Associate Agronomist

267. GENERAL CORRESPONDENCE OF ASSOCIATE AGRONOMIST, Sept. 1, 1927 - Feb. 1, 1936. With members of local Experiment Station staff, supts. and field employees of substations, and individuals in and out of state. Also expense accounts and requisitions for supplies and equipment. Filed alphabetically by name of correspondent or by subject. (Rarely, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. 1st floor, SW. (Bldg. A). (19)

268. FIELD NOTES AND MISCELLANEOUS DATA ON EXPERIMENTS CONDUCTED BY THE ASSOCIATE AGRONOMIST, Sept. 1, 1927 - Feb. 1936. Type of each experiment, personnel required to conduct it, object, procedure followed, time required, and expense involved; field notebooks with statistical

data entered during experiments on orchard grass in various types of soils. Because of death of associate agronomist, no attempt made to summarize or publish results. Filed by subject. (Rarely, official.) 9 x 12 folders and notebooks, 1 ft. 4 in., in drawer of steel filing case. Notebooks soiled. 1st floor, SW. (Bldg. A). (20)

269. MAILING LIST, 1928 - 1932. Names and addresses of correspondents. Filed alphabetically by correspondent under name of county. (Frequently, official.) 3 x 5 cards, 1 ft. 2 in., in drawer of steel card cabinet. R. 206 (Bldg. A). (17)

270. CARD INDEX TO GENERAL FILE OF ASSOCIATE AND ASSISTANT AGRONOMISTS, 1931 - 1933. Name of correspondent; no. and nature of correspondence. Index covers correspondence, 1931 - 1933, entry 271. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 6 in., in drawer of steel card cabinet. R. 206 (Bldg. A). (14)

271. GENERAL FILE OF THE ASSOCIATE AND ASSISTANT AGRONOMISTS, Jan. 1, 1931 to date. Correspondence of associate and assistant agronomist with members of station staff, members of Extension Div., and various individuals. TVA 1389A, weekly report of field employees. Location, members of field party, time worked, and general remarks. Form 8 - Comp., expense accounts; purchase orders; data on soil surveys; bulletins; and circular letters from dept. heads. 140-CS, weekly itinerary report. Inclusive dates, area traveled, address of field party, probable date of completion of work, remarks and signature; also manuscript of radio talks on agronomy. Correspondence, 1931 - 1933, covered by index, entry 270. Filed alphabetically by name of correspondent and by subject. (Occasionally, official.) 9 x 12 folders, 5 ft. 2 in., in 2 drawers of steel filing case and in steel transfer case. R. 206 (Bldg. A). (13)

272. SOIL SURVEY REPORT MATERIAL, Mar. 1931 to date. Inventories of soils in various Virginia counties. Series and types of soils, location, description of horizons, parent rock or material, surface features, topography, mode of formation, drainage and erosion conditions, native vegetation, organic matter content of soil, lime and fertilizer requirements, uses in county and elsewhere in U. S., productivity, adaptability, experimental data available, record of chemical analyses, and remarks. For several counties, narrative and statistical accounts of results of completed surveys. Soil Survey, a project in which Experiment Station and Bureau of Chemistry and Soils of the U. S. Dept. of Agr. cooperate. Maps and reports completed for Northampton, Accomac, Frederick, Pittsylvania, and Orange counties. Field work completed in Grayson, Rockbridge, Augusta, Southampton, and Nansemond counties, and work started in Halifax and Albemarle counties. Filed alphabetically by county. (Frequently, official.) 9½ x 11½ cards and loose papers, 9 in., in drawer of steel filing case. R. 206 (Bldg. A). (18)

273. TENNESSEE VALLEY AUTHORITY GENERAL FILE, Mar. 3, 1934 to date. Minutes of official meetings; correspondence of associate agronomist with members of TVA field staff throughout state, TVA officials in Knoxville, Tenn., and companies from whom supplies were purchased; bills of lading, expense accounts, project outlines, field data, and copies

of TVA annual reports. Correspondence filed alphabetically by name of correspondent; other records by subject. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 206 (Bldg. A). (16)

274. WEEKLY REPORT CARDS, July 1, 1935 to date. Location, date, account of work done each day, and name of worker. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 7 in., in drawer of steel card cabinet. R. 206 (Bldg. A). (15)

Department of Agricultural Economics

275. FIELD RECORDS AND OFFICE TABULATION SHEETS OF PRODUCTION AND CONSUMPTION SURVEY OF ROANOKE AND ITS TRADE AREA, July 1, 1923 - July 1, 1924. Survey to determine best plan of marketing and most profitable crops for marketing. Schedule recording description and location of farm, crop acreage distribution, crop production, number of acres in crops, sale of products, expense of labor and fertilizer, truck and fruit sales, feed purchased, poultry and livestock raised and disposition of them, rations for poultry and livestock, milk and egg production and sale, and chief market place for farmer. Records on carload lots of commodities shipped out of Roanoke: type of commodity, date of shipment, weight, rate, and total charges; for carload lots shipped into city, date of shipment, point of origin, weight, and charges; also records on milk production and sales in Roanoke area. Content indicated on packages. (Never.) Variously sized packages, 2 ft., on wooden shelf. Basement, storage vault (Bldg. A). (95)

276. FIELD AND OFFICE RECORDS OF DAIRY SURVEY CONDUCTED IN THE SHENANDOAH VALLEY, 1924 - 1925. To determine factors affecting returns from dairy enterprise. Normal yields according to labor employed, values of crops for dairy feeds, types of food raised, livestock inventories, direct crop expenses, types of feed given to cows, cost of each type, dairy products sold, manner of disposition, and expenses. Content indicated on bundles. (Never.) 10 x 13 bundle and $8\frac{1}{2}$ x $10\frac{1}{4}$ bundles (2), 8 in., on wooden shelf. Basement, storage vault (Bldg. A). (97)

277. FIELD DATA COMPILED IN LAND RENT PRODUCTS, 1925 - 1926. Survey to learn customs in renting of Virginia farms and any changes taking place in these customs. Schedules used in survey divided in four parts. Part I, Sharecroppers. Number of tenants, number of acres of land rented, fractional portion of crops received as rent, cash rent, if any, fractional portion or share of expenses paid by owner on land occupied by sharecroppers, and remarks. Part II, Cash Renters. Number of tenants, number of acres of land rented, previous rentals, expenses for taxes on land, and selling value of rented land. Part III, Stock Share Leases. Cases in which landowner and tenant shared income from jointly owned livestock which tenant fed. Part IV, cases in which land was rented for fixed quantity of each crop instead of certain share of crop. Also lists of landlords from whom information was sought in survey, and office tabulation sheets recording information obtained. Content indicated on bundles. (Never.) 10 x 13 bundles, 10 in., on wooden shelf. Basement, storage vault (Bldg. A). (92)

278. BEEF CATTLE SURVEY RECORDS, 1925 - 1926. Survey in southwest Virginia to determine factors involved in cost of production and marketing of beef cattle. Time reports for labor on cattle farms, pasturage reports, crop histories, farm inventories, data on farm products used in home, data on feed raised on farm or purchased, marketing and shipping data, and account of total farm expenses. Content indicated on bundles. (Never.) 13 x 20 bundle and 10 x 13 bundles (2), 1 ft. 8 in., on wooden shelf. Basement, storage vault (Bldg. A). (90)

279. FIELD AND OFFICE RECORDS COMPILED IN THE APPLE MARKETING SURVEYS, 1927 - 1928. Survey to determine best markets in state for state-grown apples, types of apples that sell best, and cost involved in transporting apples from producer to retailer. Records concerning wholesalers. State of origin of apples purchased, total number of cars received, number of cars of each variety received, average quantity of apples sold a year, number of retailers to whom sold, preferences of each community, whether from western part of U. S. or Va., varieties preferred, and comments. Records dealing with retailer. Statement of weekly sales, preferences of customers, and reasons for purchases from producer, wholesaler, or jobber. Records on producer. Cost of production including marketing, various factors affecting yields, also data on blossoms. Content indicated on bundles. (Never.) $9\frac{1}{2}$ x $12\frac{1}{2}$ bundle and 11 x 14 bundles (2), 1 ft. 6 in., on wooden shelf. Basement, storage vault (Bldg. A). (96)

280. FIELD RECORDS OF TAX SURVEY, 1927 - 1928. Study of taxation problems in the state. Schedule of city property owners. Name and address of owner, type of structure, valuation by owner, value of lot without building, gross rent per year, cost of insurance and repairs; state, county, district, town, special, and total taxes paid; assessed value of building and of lot, and total assessed value. Schedule of country property owners. Name, address, and personal history of owner, and of tenant, if any; description of farm, number of acres in crops, total acres in farm, valuation by owner, valuation of buildings, rent received, total rent and total receipts from farm, assessed value of property; and state, county, and other taxes paid. Content indicated on bundles. (Never.) 9 x $14\frac{1}{2}$ bundle and $8\frac{1}{2}$ x 11 bundles (2), 1 ft. 5 in., on wooden shelf. Basement, storage vault (Bldg. A). (91)

281. FIELD DATA AND OFFICE RECORDS COMPILED IN STOCK SHARE RENTING STUDY, 1929 - 1930. Survey to determine how this type of renting operates and to make recommendations from conclusions drawn. Name of operator or share renter and of landlord; number of acres rented, in pasture, and in woodland; crop, livestock, and current expense records; amount of feed, seed, and fertilizers produced or purchased; and information on type and operation of rental contract. "Stock share renting" is an arrangement in which landowner and tenant share income from jointly owned livestock which tenant feeds. Results of this study printed, May 1930. Content indicated on bundles. (Never.) Variously sized bundles (6), 1 ft. 4 in., on wooden shelf. Basement, storage vault (Bldg. A). (94)

Agricultural Economist

282. GENERAL FILE, 1923 to date. Correspondence of agricultural economist with station staff, college officials, and various individuals relative to activities of his dept.; misc. data on field work; and annual reports to director. Filed alphabetically by subject. (Frequently, official.) 9 x 12 folders, 6 ft. 2 in., in 3 drawers of steel filing case and in 8 letter files on steel filing case. R. 301 (Bldg. B). (110)

283. FARM MANAGEMENT STUDIES IN GRAYSON COUNTY, Apr. 1, 1930 - May 1931. Field sheets. State and county in which farm located, date survey began, name and address of farm operator, name and address of owner, soil types, farm topography, and detailed crop record. Survey completed May 31, 1931, but not published until June 1936. Filed chronologically. (Never.) 5½ x 8 forms, and 10½ x 15 and 11 x 17 sheets, 2 ft. 9 in., in desk drawer. R. 301 (Bldg. B). (107)

284. RECORDS OF A DAIRY FARM BUSINESS IN NORFOLK COUNTY, Apr. 1, 1931 - Mar. 31, 1932. Location of farm, name and address of operator, name and address of owner, farm topography, number of cows owned by operator and landlord, production and sales, detailed crop, pasture and winter feed, labor, and farm expense records. This material published Feb. 1935. Filed chronologically. (Never.) 8½ x 11 and 19 x 24 loose sheets, 1 ft. 9 in., in drawer of steel filing case and in drawer of map file. R. 301 (Bldg. B). (108)

285. FARM BUSINESS AND THE COST AND PRODUCTION OF BEEF IN RUSSELL COUNTY, Aug. 1, 1934 to date. Location of farm, personal data on cropper and landlord, equipment inventories, livestock on hand, products sold, receipts, crop record, livestock transfer, sales of beef cattle, topography of farm, labor, pasture yields, and disposition of crops. This material will be published in bulletin form. Filed chronologically. (Frequently, official.) 8½ x 14 loose sheets, 7 ft. 2 in., on wooden shelf and in 6 drawers of map file. R. 301 (Bldg. B). (109)

Assistant Agricultural Economist

286. GENERAL FILE, May 1935 to date. Correspondence of assistant agricultural economist with station staff, college officials, and individuals on activities of this dept.; preliminary reports on soil conservation practices in Albemarle and Appomattox counties; applications for leave; and expense accounts. Filed alphabetically by subject. (Frequently, official.) 9 x 12 folders, 5 in., in drawer of steel filing case. R. 304 (Bldg. B). (111)

287. INCOME AND FARM PRACTICES SURVEY IN APPOMATTOX AND ALBEMARLE COUNTIES, July 1936 to date. Field schedules. Project title, cooperating parties of Dept. of Agr., SCS, and Va. Agricultural Experiment Station; itemized list of receipts and expenses, crop and livestock production and sales, inventories of property and other sources of income, information on certain conservation practices, manuscript maps of farms in Appomattox county surveyed, and types of crops grown with acreage for each; also office tabulation sheets with field notes. Studies made

with special reference to soil erosion. Results will be published in bulletin form. Filed alphabetically by subject. (Frequently, official.) 9 x 12 schedules, 19 x 24 and 11 x 17½ sheets, and 10½ x 15 maps, 3 ft. 8 in., in drawer of steel filing case and on table. R. 304 (Bldg. B). (112)

Associate Agricultural Economist

288. CARD RECORDS FOR NANSEMOND COUNTY, Jan. 1, 1932 - 1935. Punch cards. Information on marketing of fruits and vegetables by motor truck. Material published in bulletin form. Filed by type. (Never.) 3¼ x 7 3/8 cards, 4 ft., in wooden boxes (2). R. 106 (Bldg. C). (116)

289. CARD RECORDS OF PITTSYLVANIA COUNTY BRIGHT TOBACCO PROJECT, Dec. 1932 to date. Punch cards numbered 1 - 8. No. 1. Farm type, topography, erosion, gullying, and quantity of land. No. 2. Farm no., district, tenure, acres operated, acres in tobacco, personal data on operator. No. 3. Farm location, variety of tobacco, acres of tobacco, type of soil, crop rotation, and tobacco yield. No. 4. Farm no., employees', owner's, and farm labor records. No. 5. Farm no., efficiency in operation, and labor record. No. 6. Farm no., education of croppers and families, labor income, and financial status. No. 7. Farm no., acreage of farm, acres in tobacco, farm equipment, and tobacco yield. No. 8. Farm no., acres in tobacco, soil type, erosion, topography, farm care, labor record, and cost of land preparation. Material will be published in bulletin form. Filed by type. (Frequently, official.) 3¼ x 7 3/8 cards, 10 ft. 4 in., in 3 drawers of steel card cabinet and in wooden boxes (3). R. 106 (Bldg. C). (114)

290. NANSEMOND COUNTY BRIGHT TOBACCO PROJECT, 1933 - 1935. To determine factors affecting cost of producing bright tobacco and incomes from tobacco farms. Data sheets compiled by field workers and office summary sheets of field data. Location of each farm producing bright tobacco, name of owner, information on livestock, machinery, and equipment of operator, landlord, and cropper; crop record, tobacco labor costs, farm products furnished, and other farm expenses. Data sheets compiled by field workers summer of 1933 from receipts, expense accounts, and inventories of farm business as a whole and from detailed costs and returns of 1932 tobacco crop. Results published in bulletin form. Filed chronologically. (Never.) 8½ x 14 and 19 x 24 loose sheets, 12 ft., on 4 wooden shelves. R. 106 (Bldg. C). (115)

291. PITTSYLVANIA COUNTY BRIGHT TOBACCO PROJECT, Jan. 1, 1933 to date. To determine factors affecting cost of producing bright tobacco and incomes from tobacco farms. Data sheets compiled by field workers and office summary sheets of field data. Location of farm producing bright tobacco, name of owner, and information of livestock, machinery, and equipment of operator, landlord, and cropper; crop record, tobacco labor record, cost of other labor, farm products furnished, and other farm expenses. Data sheets compiled by field workers summer of 1934 from receipts, expense accounts, and inventories for farm business as a whole, and from detailed costs and returns of 1933 tobacco crop. Results published in bulletin form. Filed chronologically. (Frequently,

official.) 8½ x 14 and 19 x 24 loose sheets, 12 ft., on 4 wooden shelves and on tables. R. 106 (Bldg. C). (117)

292. GENERAL FILE, July 1934 to date. Miscellaneous data on farm improvement, public problems, marketing, taxation, and real estate; correspondence of associate agricultural economist with station staff, college officials, and various individuals relative to activities of his dept.; and project outlines with objective, personnel, financing, probable duration, and procedure. Data now being collected will be published in bulletin form. Filed alphabetically by subject. (Frequently, official.) 9 x 12 folders, 14 ft., in 7 drawers of steel filing cases. R. 106 (Bldg. C). (113)

Division of Rural Sociology
Rural Sociologist

293. OLD CORRESPONDENCE, July 1, 1926 - 1931. Of rural sociologist with station staff, other school officials, and individuals, relative to activities of dept. Filed alphabetically. (Never.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 205 (Bldg. D). (132)

294. MISCELLANEOUS RECORDS OF RURAL SOCIOLOGIST, July 1929 to date. Expense accounts of sociologist; correspondence with individuals relative to projects and studies conducted by this dept.; rough manuscript notes on projects; mailing lists; and group of project outlines. Filed by subject. (Occasionally, official.) 9 x 12 envelopes, 2 ft., in drawer of steel filing case. R. 205 (Bldg. D). (134)

295. CLASSIFIED CORRESPONDENCE OF THE RURAL SOCIOLOGIST, Dec. 1929 to date. Letters from field on special subjects and projects, and applications for employment; also mailing lists, bibliographies of material on sociological studies, manuscript studies of research methods, misc. data, and group of annual narrative and statistical reports of work performed by this dept. Filed by subject. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 205 (Bldg. D). (135)

296. GENERAL CORRESPONDENCE, Jan. 1931 to date. Of sociologist with Experiment Station staff, Extension Div. staff, college officials, and individuals on sociological matters. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 205 (Bldg. D). (136)

297. MISCELLANEOUS MATERIAL ON PROJECTS, July 1933 to date. Community building studies; community development studies with special emphasis on farm schedules, education, social activities, and group relationships; mountain study material; and intelligence tests. Will be published in bulletin form. Filed by subject. (Frequently, official.) 9 x 12 folders, 8 ft., in 5 drawers of steel filing case. R. 205 (Bldg. D). (131)

298. WORKS PROGRESS ADMINISTRATION FILE, Apr. 1, 1935 to date. Correspondence of rural sociologist with state WPA officials, field, labor, and project supervisors, and WPA field workers gathering data on survey now in progress; requisitions to WPA offices for survey workers; and

copies of pay rolls for WPA workers. Filed by subject. (Frequently, official.) 9 x 12 folders, 9 in., in drawer of steel filing case. R. 205 (Bldg. D). (133)

Department of Agricultural Engineering

299. FIELD RECORDS AND DATA COMPILED IN THE RICHMOND DAIRY SURVEY, 1927 - 1929. Survey of Richmond Dairy and farms supplying milk to dairy to ascertain what effect continuation of existing tendencies to increase production would have on local milk prices. Records on distribution by this dairy include financial statements, sales reports, and consumption of milk and milk products daily in Richmond. Records on farms supplying milk include daily statements of labor, livestock histories, financial statements, crop histories, sales reports, and feed statements. Also in file, preliminary report on this survey, showing expenses involved in milk production, production of milk in area supplying Richmond, consumption of milk in city for several years, growth of city in population, business activities, and potential purchasing power, with conclusions drawn; statistical tables; and maps of the areas supplying Richmond. A bulletin, "Systems of Dairy Farm Management and Production and Consumption of Milk" published June 1930. Other material made available to producers and distributors in 1927. Content indicated on bundles. (Never.) 10 x 13 bundle and 13 x 21 bundles (2), 11 ft., on 2 wooden shelves. Basement, storage vault (Bldg. A). (93)

Assistant Agricultural Engineer

300. SOIL AND WATER CONSERVATION DATA, 1934 to date. Extensive research to determine best methods of conserving soil and water. Data on soil analyses; methods of conservation, chiefly terracing; kind of machinery used; and procedure. Results will be published in bulletin form. Filed alphabetically by subject. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 306 (Bldg. D). (104)

301. GENERAL FILE, 1934 to date. Correspondence of assistant agricultural engineer with station staff, other school officials, and individuals relative to activities of his dept. Misc. data on soybean harvesting, crop processing, grain cleaning, farm machinery, silo investigations, seeding, spraying and dusting, fertilizing, fuels, crop and fruit grading, water systems, and lighting; project outlines with objective, personnel, financing, probable duration, and procedure; and annual reports of work of dept. This material will be published in bulletin form. Filed alphabetically by subject. (Frequently, official.) 9 x 12 folders, 12 ft., in 6 drawers of steel filing case. R. 306 (Bldg. D). (106)

302. GENERAL FILE, 1935 to date. Correspondence of assistant agricultural engineer with station staff, other school officials, and individuals, relative to activities of his dept; project outlines with objective, personnel, financing, probable duration, and procedure; and manuscripts of radio addresses. Filed alphabetically by subject. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 303 (Bldg. D). (103)

303. GENERAL CORRESPONDENCE, 1936 to date. Of assistant agricultural engineer with station staff, other school officials, and various individuals relative to activities of his dept. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 306 (Bldg. D). (105)

Associate Agricultural Engineer

304. GENERAL FILE, 1930 to date. Correspondence of associate agricultural engineer with station staff, other school officials, and various individuals, relative to activities of his dept.; project outlines with objective, personnel, financing, probable duration, and procedure; manuscripts of radio addresses; annual reports of work of dept.; requests for bulletins; and requisitions with requisition no., dept. or office making requisition, quantity of articles, description, price, name of concern from whom purchase was made, appropriation or fund from which cost was paid, and signature or initials of director. Filed alphabetically by subject. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case, West Wing (Bldg. E). (101)

305. FIELD NOTES ON VARIOUS EXPERIMENTS CONDUCTED BY THE ASSOCIATE AGRICULTURAL ENGINEER, 1930 to date. Experiments to determine best methods of equipping households. Relative efficiency of various brands of scouring powders and which is most economical; effect of laundering on fabric of cloths; quality and perfection, temperature maintenance, operating efficiency, and life of irons; complete record of temperatures of oil stoves with special regard to time required for stove to reach its maximum temperature. Results of these experiments will be published in bulletin form. Entered chronologically. (Frequently, official.) 9 x 12 vol., 1 ft., in desk drawer. West Wing (Bldg. E). (102)

Department of Animal Husbandry

306. NOTES AND DATA ON WINTER FEEDING OF DAIRY HEIFERS AND STEERS, Nov. 23, 1914 - Apr. 7, 1922. To determine advisability of using only corn silage as winter roughage for heifers being fed for use in dairying or as beef; to compare use of soybean meal and peanut meal as supplementary feeds when corn silage is sole roughage during first and second winters; and to compare gains made by heifers thus fed. Standard items of information: amount and type of feed given to each group, and weekly weight of each steer and heifer for period of about 12 weeks. Results of experiment used by dept. heads in preparing bulletins. Content indicated on notebooks. (Never.) 9 x 11 notebooks, 1 in., in drawer of steel filing case. Dirty. Basement, storage vault (Bldg. A). (218)

307. BARROW FEEDING EXPERIMENT, May 13 - Oct. 14, 1921. To observe, record, and compare weights in four lots of pigs fed different types of food for five months. Lot no., pig no., type of food, weight of each pig weekly for twenty weeks, total weight of each lot each week, and average weight. Content indicated on notebooks. (Never.) 9½ x 11 notebooks, ½ in., in drawer of steel filing case. Basement, storage vault (Bldg. A). (41)

Animal Husbandman

308. EXPERIMENT ON MILK VALUES, n.d. To determine qualitative analysis of milk from selected group of cows. Name of cow, date of test, weight of milk, per cent of solids in fat, market price, and value on basis of food content. Results have been published in bulletin form. (Never.) 9 x 12 vol., 1 in., in drawer of wooden cabinet. R. 208 (Bldg. A). (42)

309. EXPERIMENT ON CALF FEEDING, May - Sept. 1916. To determine best type of feed. Date of experiment, lot no., amount of feed of each type used, and average daily gain in weight. Results published in bulletin form. (Never.) 9 x 12 vol., 1 in., in drawer of wooden cabinet. R. 208 (Bldg. A). (44)

310. SOFT PORK STUDIES AND EXPERIMENTS WITH SWINE, 1919 - Jan. 18, 1928. In statistical form with occasional explanatory narrative notes. To determine best methods of raising, fattening, slaughtering, and marketing soft pork. No., date of birth, sex, breed, type of feed, corn grading, live weight at slaughter, weight of back and of leaf or kidney fat, warm or cold dressed weight and per cent of total live weight, total gain by cold dressing, and disposition. Comparisons made of results obtained from different types of feed; used by animal husbandman for recommendations to pork raisers. Will be published in bulletin form. Content indicated on vol. (Occasionally, official.) 9½ x 11 vols. (2), 1 in., on wooden shelf in cabinet. R. 208 (Bldg. A). (60)

311. FIELD NOTES OF SHEEP EXPERIMENT, Jan. 10 - Dec. 31, 1924; 1926 - April 1, 1927. To determine rate of gain of young lambs by ascertaining daily weights following birth, and effect of docking upon growth. Breed of lamb, date of birth, weight at birth, sex; mother's age and no.; daily weight of lambs for five days after birth; daily weight for five days after docking; and semimonthly weight of lambs for three months thereafter. Data used by animal husbandman in preparing bulletins and making recommendations to interested parties; experiments usually begun in Jan. and continued for three months. Content indicated on notebook. (Never.) 9 x 12 notebook, ½ in., in drawer of steel filing case. Basement, storage vault (Bldg. A). (40)

312. CASH AND EXPENSE ACCOUNTS OF THE DEPARTMENT FOR THE COLLEGE AND EXPERIMENT STATION, Jan. 1, 1925 - June 30, 1936. Payments for personal services, salaries, wages, special payments, other operations, and budget additions. Entered chronologically. (Occasionally, official.) 9½ x 11 vol., 2 in., in drawer of wooden filing case. R. 208 (Bldg. A). (61)

313. EXPERIMENTS ON WINTER AND SUMMER FINISHING OF BEEF CATTLE, Nov. 10, 1928 - Dec. 23, 1935. To determine best methods. Date of experiment, total group weight of cattle, average weight of each, gain or loss in weight, feed consumed, and average cost per steer. Results published in bulletin form. Filed chronologically. (Occasionally, official.) 9 x 12 vol., 1 in., in drawer of wooden cabinet. R. 208 (Bldg. A). (43)

314. GENERAL CORRESPONDENCE OF THE ANIMAL HUSBANDMAN, Jan. 1929 to

date. With station staff, college officials, Bureau of Animal Industry officials, Washington, D. C., and individuals, relative to work of dept. Also bulletins, telegrams, requisitions, annual reports, pay rolls, expense accounts, project outlines, and budgets including salary, traveling and operating expenses. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel and wooden filing case. R. 208 (Bldg. A). (45)

315. EXPERIMENT ON PASTURE MANAGEMENT IN LIVESTOCK FARMING, 1930 to date. Conducted at two farms in Smyth County, Va., to compare cattle fed on pastures fertilized with different types of fertilizer, and cattle fed on unfertilized pastures with those fed on fertilized plots. Notes in tabular form, with occasional explanatory statements. Tag and chain nos. of animal, weight on each weighing day for seven months, gain in pounds between first and last date of weighing, no. of lot in which animal grazed, fertilizer used on lot, grazing days and gain per month; also average daily gain, total gain, days grazing, and average daily gain to date. At intervals throughout the seven months experimental period, tabulations were made by animal husbandman and helpers. Filed by subject. (Occasionally, official.) 4 x 7 and 9 x 12 notebooks, 1 ft., on shelf of wooden cabinet, in drawer of wooden desk, and 2 drawers of wooden cabinet. R. 208 (Bldg. A). (62)

316. EXPERIMENTS ON WESTERN SHEEP, 1936. Notes. Results were to have been used by husbandman in making recommendations to farmers and livestock dealers in this section regarding raising this type of sheep, but due to unfavorable weather conditions during course of experiment, no accurate data could be accumulated from which to make recommendations. Lot nos. of sheep, sex, weight at birth and at intervals during experiment, dates of castration and docking. Indexed by subject. (Occasionally, official.) 9½ x 11 vol., ½ in., in wooden drawer. R. 208 (Bldg. A). (59)

Department of Biology
Biologist

317. REQUISITIONS, 1923 to date. Form 1-Comp. Requisition no., name of dept. or office making requisition, quantity, description and price of articles, name of firm from whom purchase is made, appropriation or fund from which purchase is paid, and signature or initials of director. Filed chronologically. (Occasionally, official.) 9 x 12 folders and 7 x 10 and 10½ x 12½ bundles, 1 ft. 8 in., on wooden shelf and in desk drawer. R. 303 (Bldg. A). (152)

318. CORRESPONDENCE, Mar. 1923 - Mar. 1934. Of biologist with station staff, other college officials, and various individuals, relative to activities of his dept. Arranged chronologically. (Never.) 9 x 12 bundles, 5 ft., on wooden shelf. R. 303 (Bldg. A). (151)

319. INACTIVE PATHOLOGIC RECORD CARDS, 1926 - 1930. Of diagnoses and autopsies made by Division of Animal Pathology of Dept. of Biology on animals and birds sent to Experiment Station by individuals from all parts of state to determine disease of animal or bird, or cause of death. Name of dept., accession no., date of receipt of sample, name of

person submitting sample, kind of animal or bird studied, breed, age, sex, weight, tentative diagnosis, autopsy, bacteriological count, photographs, case history, symptoms, lesions, name of person making report, and date. Arranged chronologically. (Rarely, official.) 5½ x 8½ bundles, 8 in., on wooden shelf. R. 303 (Bldg. A). (153)

320. AUTOPSY CARDS, 1929 to date. Case and autopsy nos., tissue studied, diagnosis, title of project under which autopsy was made, fixative employed in preparation of pathological specimens, case history, number of slides made, type of stain used, box no., pathological history of tissue studied, date of work, and name of worker. Filed numerically by case no. (Frequently, official.) 3 x 5 cards, 5 in., in drawer of steel card cabinet. R. 304 (Bldg. A). (157)

321. PHOTOGRAPHIC RECORD CARDS, Feb. 27, 1931 to date. Of plates and prints made from sections of tissue. Name of dept., title of study, species of animal from which tissue was obtained, name of tissue photographed, type of stain used, and date; type of camera, paper, and developer used, type and name of microscope, and name of person making photograph. Filed chronologically. (Frequently, official.) 5 x 7 envelopes, 2 ft. 10 in., in 2 drawers of steel card cabinet. R. 304 (Bldg. A). (156)

322. GENERAL FILE, Apr. 1934 to date. Correspondence of biologist with director, other members of station staff, other college officials, and various individuals relative to activities of his dept.; project outlines with objective, personnel, how financed, probable duration, and workers; expense accounts; and manuscripts of radio talks. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 5 ft., in 4 drawers of steel filing case. R. 303 (Bldg. A). (155)

Division of Entomology
Entomologist

323. GENERAL FILE, Jan. 19, 1901 - Dec. 31, 1928. Correspondence of entomologist and assistants with officials of various units of Dept. of Agr., officials of Civil Service Commission, and officials of Bureau of Entomology and Plant Quarantine; letters of applications for employment; and water-pressed copies of correspondence from office of state entomologist. Greater portion are form letters on finding of San José scale on fruit trees of private individuals with brief recommendation for ridding an orchard of this pest. Expense accounts of employees Dec. 27, 1901 - June 8, 1912. Filed alphabetically by name of correspondent. (Never.) 9 x 12 vols. (14) and folders, 6 ft. 11 in., in 2 cardboard transfer cases and 4 cardboard letter files. Attic SE. (Bldg. A). (80)

324. REPORTS TO BOARDS OF SUPERVISORS BY COUNTIES, Feb. 23 - Mar. 30, 1909. Information on all inspections in various counties with special reference to care of soil and trees. Obviously a fragment of much larger group of records. Entered chronologically. (Never.) 10 x 12½ vol., 1 in., on wooden shelf. Ink faded and damaged by careless handling. Attic, SE. (Bldg. A). (78)

325. MISCELLANEOUS NOTES, 1913 to date. By members of dept. and abstracts of notes made at other stations: on apple aphis, codling moth, and peach twig borer relative to breeding and feeding habits, and control methods. Filed by subject. (Occasionally, official.) 5¾ x 8½ loose-leaf books (6), 4 in., on bookcase shelf. Soiled and worn. R. 307 (Bldg. A). (70)

326. MISCELLANEOUS FILE OF ENTOMOLOGIST, 1913 to date. Biographical registers of employees, inventories of equipment, current project outlines and proposals giving general descriptions of projects to be sponsored, with an outline of procedure to be followed; typewritten originals of radio talks delivered by various members of dept., and misc. notes on subjects relative to Entomology. Majority of material is of current nature, practically none of it originating prior to 1930; only type of record dating back to 1913 is personnel. Filed alphabetically by subject. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. R. 307 (Bldg. A). (68)

327. MISCELLANEOUS NOTES ON ENTOMOLOGY, May 1914 to date. Narrative summaries of observations and statistical tabulations on all types of entomological subjects; cross references to bulletins, books, and narrative accounts of entomological subjects; photographs and drawings illustrative of notes; and bibliographies on published related material. Filed by subject. (Frequently, official.) 5½ x 8¾ folders, 2 ft. 6 in., in 2 drawers of wooden card cabinet. R. 307 (Bldg. A). (67)

328. ANNUAL REPORTS OF L. A. STEARNS, ASSOCIATE ENTOMOLOGIST, 1918 - 1923. Exhaustive accounts of experiments at Leesburg, Va., on oriental fruit moth, apple scab fungus, leaf hopper, peach tree borer, codling moth, oriental peach moth, and sea moss, to determine best control methods. Tabulations made during summer of each year; pertain to life history studies, parasite records, and orchard spraying. Reports, compiled from field notes subsequently discarded, available to public in bulletin form. Indexed alphabetically by subject. (Occasionally, official.) 8½ x 11 vols. (5) and 8½ x 11½ pamphlet, 6 in., on bookcase shelf. R. 307 (Bldg. A). (73)

329. ANNUAL REPORTS OF G. W. UNDERHILL, ASSISTANT ENTOMOLOGIST, 1918 - 1935. Exhaustive accounts of experiments made at Chester, Charlottesville, Blacksburg, and Richmond (Hood's Nursery), on squash ladybird beetle, lesser clover weevil, woolly aphis, melon beetle, larger corn stalk borer, apple woolly aphis, corn ear worm, flea beetle, potato bug, tobacco split worm, green soldier bug, broad-headed coriscid bug, pine tip moth, timber borer, dogwood borer, green stink bug, red mites, mealy bug, leaf hopper, juniper webworm, and oriental peach moth to determine best control methods. Tabulations made during summer of each year; pertain to detailed life history studies, delayed planting, killing in hibernation, and spray experiments as control measures. Reports compiled from field notes subsequently discarded, available to public in bulletin form. Indexed alphabetically by subject. (Occasionally, official.) 8½ x 10¾ vols. (16), 2 ft., on bookcase shelf. R. 307 (Bldg. A). (65)

330. GENERAL CORRESPONDENCE, Jan. 1, 1918 to date. Of the entomologist and assistants with officials of various units of Dept. of Agr., officials of Civil Service Commission, and Bureau of Entomology and Plant Quarantine, regarding experiments; also applications for employment. Related to entry 333. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 10 ft., in 5 drawers of wooden filing cases. R. 307 (Bldg. A). (69)

331. ANNUAL REPORTS OF W. S. HOUGH, ASSISTANT ENTOMOLOGIST, 1922 - 1936. Exhaustive accounts of experiments at Winchester, Va., on aphis, codling moth, scales, tree-growth, red-bonded leaf-roller, rosy aphis, and cowstock mealy bug to determine best control methods. Tabulations made during summer of each year; pertain to life history studies, spray control, climatological data, and orchard growth. Reports, compiled from field notes subsequently discarded, available to public in bulletin form. Indexed alphabetically by subject. (Occasionally, official.) 9 x 11½ vols. (16), 9 in., on bookcase shelf. R. 307 (Bldg. A). (74)

332. ANNUAL REPORTS OF I. R. CAGLE, ASSISTANT ENTOMOLOGIST, 1924 - 1931. Exhaustive accounts of experiments at Leesburg, Blacksburg, Hollins, Roanoke, and Salem, on codling and oriental fruit moths, rosy aphis, curculio, and cedar rust to determine best control methods. Tabulations made during summer of each year; pertain to life history studies and behavior of insects at various stages when control measures as orchard-dusting, sprays, and lights were applied. Reports, compiled from field notes subsequently discarded, available to public in bulletin form. Indexed alphabetically by subject. (Occasionally, official.) 8½ x 10¾ vols. (5), 8 in., on bookcase shelf. R. 307 (Bldg. A). (64)

333. GENERAL CORRESPONDENCE, Jan. 1, 1924 - Dec. 31, 1925; Jan. 1, 1929 - Dec. 31, 1933. Of entomologist and assistants with officials of various units of Dept. of Agr., officials of Civil Service Commission, and of Bureau of Entomology and Plant Quarantine; also letters of applications for employment. Related to entry 330. Filed alphabetically by name of correspondent. (Never.) 9 x 12 folders, 14 ft., in 7 cardboard transfer cases. Attic SE. (Bldg. A). (79)

334. ANNUAL REPORTS OF A. W. WOODSIDE, ASSISTANT ENTOMOLOGIST, 1927 - 1936. Exhaustive accounts of experiments made at Staunton, Va., on plum curculio, codling moth, oriental fruit moth, leaf hopper, and Mexican bean beetle to determine best control methods. Tabulations made during late spring and summer of each year; pertain to life history studies, spray control, and climatological data. Reports, compiled from field notes subsequently discarded, available to public in bulletin form. Indexed alphabetically by subject. (Occasionally, official.) 9 x 11 vols. (11), 6 in., on bookcase shelf. R. 307 (Bldg. A). (72)

335. LEAF HOPPER STUDIES OF DR. W. J. SCHOENE, ENTOMOLOGIST, 1927 - 1932; 1934 - 1936. Narrative and statistical records of leaf hopper's damage to fruit, and an account of results of insecticide control experiments by Div. of Entomology; also temperature records and misc. notes. Experiments made at various places in state during late spring and summer of each year. These studies which include notes of several assist-

ants, compiled from field notes subsequently discarded, available to public in bulletin form. Indexed alphabetically by subject. (Occasionally, official.) 8½ x 11 vol. (6) and 9 x 11 vols. (5), 5 in., on bookcase shelf. R. 307 (Bldg. A). (71)

336. REQUISITIONS, Jan. 1927 to date. State Form 1-Comp. Requisition no., department or office making requisition, number of articles, description, price, name of concern from which purchase made, appropriation or fund from which payment made, and approval of supervising officer. Filed chronologically. (Occasionally, official.) 8½ x 11 loose papers, 5 in., in desk drawer. R. 307 (Bldg. A). (63)

337. NOTES AND DATA ON THE LEAF HOPPER, May 1927 - Sept. 1932. Field and laboratory notes. Brief narrative accounts of presence, appearance, and feeding habits of pest and results of experiments undertaken in control measures. Daily records of observations made in life history from hatching to maturity and death. Content indicated on covers of books. (Rarely, official.) 5¾ x 8½ loose-leaf books (12), 8 in., on bookcase shelf. Dirty. R. 307 (Bldg. A). (66)

338. ANNUAL REPORTS OF N. A. EATON, JR., ASSISTANT ENTOMOLOGIST, 1930 - 1932. Exhaustive accounts of experiments made at Charlottesville, Va., on codling moth, oriental fruit moth, termites, and plum curculio to determine best control methods. Tabulations made during summer of each year; pertain to spray control and climatological data. Reports, compiled from field notes subsequently discarded, available to public in bulletin form. Indexed alphabetically by subject. (Occasionally, official.) 8½ x 11 vol. and 9 x 12 vol., 1 in., on shelf of bookcase. R. 307 (Bldg. A). (75)

339. ANNUAL REPORTS OF M. L. BOBB, ASSISTANT ENTOMOLOGIST, 1933 - 1936. Exhaustive accounts of experiments made at Charlottesville and Blacksburg, Va., on codling moth, oriental fruit moth, plum curculio, peach tree borer, Mexican bean beetle, and account of experiment with bait pails to determine best control or eradication methods. Tabulations and field notes made during late spring and summer months of each year; pertain to detailed life history studies of insects, studies of parasites, and spray experiments. Reports, compiled from field notes subsequently discarded, summarized in bulletin form available to public. Indexed alphabetically by subject. (Occasionally, official.) 8½ x 11 vols. (4), 3 in., on shelf of bookcase. R. 307 (Bldg. A). (77)

340. ANNUAL REPORTS OF R. N. JEFFERSON, ASSISTANT ENTOMOLOGIST, 1934, 1936. Exhaustive accounts of experiments made at Roanoke, Stuart, and Blacksburg, Va., on codling moth, oriental fruit moth, Mexican bean beetle, and apple tree tent-caterpillar to determine best control methods. Tabulations made during late spring and summer of each year; pertain to studies of aphids and spray experiments. Reports, compiled from field notes subsequently discarded, available to public in bulletin form. Indexed alphabetically by subject. (Occasionally, official.) 8½ x 11 vols. (2), 1 in., on shelf of bookcase. R. 307 (Bldg. A). (76)

Division of Animal Pathology
Animal Pathologist

341. CORRESPONDENCE, 1930 - 1935. Of animal pathologist with station staff, other college officials, and various individuals relative to activities of this dept. Arranged alphabetically. (Never.) 10 x 12 bundles, 2 ft., on shelf. R. 306 (Bldg. A). (138)

342. FIELD NOTES MADE IN THE FOWL PARALYSIS EXPERIMENTS, 1930 to date. On chickens and turkeys to determine if fowl paralysis transmitted from parent stock to offspring through egg or by contact from bird to bird, in order that poultry raisers may be advised as to means for control and possible eradication of disease. Bird no. and complete case history of each bird. On May 4, 1934, animal pathologist given award by Research Committee of Virginia Academy of Science for findings in this experiment. Title of paper: "Etiology and Histogenesis of Leucosis and Lymphamatosis of Fowls". Results of findings summarized in bulletins, available to public. Arranged chronologically. (Frequently, official.) 8½ x 11 notebooks (9), 3 in., in steel safe. R. 306 (Bldg. A). (139)

343. CASE RECORD FILE, 1930 to date. Records of autopsies made during course of fowl paralysis experiment. Case no., autopsy no., tissue studied, diagnosis, project, fixation, history, number of slides made, type of stain used, box no., pathological histology, date, and name of worker. Cross reference to slides and stains. Filed numerically. (Frequently, official.) 3 x 5 cards, 7 in., in drawer of steel card cabinet. R. 306 (Bldg. A). (141)

344. GENERAL CORRESPONDENCE, Sept. 1931 to date. Of pathologist with Experiment Station local and field staff, Extension Service local and field staff, officials of other state experiment stations, and individuals in and out of state; also letters pertaining to administrative affairs, projects, and diseases of farm animals and poultry. Filed chronologically under name of correspondent. (Frequently, official.) 9 x 12 folders, 2 ft., in 2 drawers of steel filing case. R. 306 (Bldg. A). (137)

345. PATHOLOGIC RECORD CARDS, Jan. 1, 1934 to date. Of diagnoses and autopsies on animals and birds sent to Experiment Station to determine disease from which animal or bird was suffering, or cause of death. Name of dept., accession no., date of receipt of sample, name and address of person submitting sample, kind of animal or bird studied, breed, age, weight, tentative diagnosis, autopsy, bacteriological count, case history of specimen, symptoms, lesions, name of person making report, and date. Filed chronologically. (Occasionally, official.) 5 x 8 cards, 8 in., on metal shelf. R. 306 (Bldg. A). (289)

Assistant Animal Pathologist

346. PATHOLOGIC RECORD CARDS, June 11, 1930 - Nov. 10, 1933; July 2, 1936 to date. Of diagnoses and autopsies made on animals and birds sent to Experiment Station from all sections of state to determine cause of death. Name of dept., accession no., date of receipt of sample, name and

address of person submitting sample, type of animal or bird studied, breed, age, sex, weight, tentative diagnosis, autopsy, bacteriology count, photographs, case history, symptoms, lesions, name of person making report, and date. Filed chronologically. (Occasionally, official.) 5 x 8 cards, 1 ft. 2 in., on shelf and on desk. R. 305 (Bldg. A). (144)

347. EXPERIMENTS ON GUINEA PIGS AND RABBITS, June 26, 1935 to date. To ascertain means of combating animal disease and to record, in particular, white and red blood count, type of injection, and subsequent blood count. Will be published in bulletin form. Indexed by subject. (Frequently, official.) 9 x 12 vol., 1 in., on bookcase shelf. R. 305 (Bldg. A). (142)

348. NEOPLASM EXPERIMENTS ON DAIRY CATTLE, Dec. 12, 1935 to date. To combat diseases. Type of animal studied, complete diagnosis of disease, nature of treatment, and results. Will be published in bulletin form. Arranged chronologically. (Frequently, official.) 9 x 12 vols. (2), 2 in., on filing cabinet shelf. R. 305 (Bldg. A). (143)

Division of Plant Pathology

349. SPINACH DISEASE NOTES, 1909 - 1911. From field and laboratory observations on control measures and spray methods; and drawings from observations. Content indicated on package. (Never.) 9 x 12½ paper package, 1 in., on steel shelf. Torn. Basement, storage vault (Bldg. A). (22)

350. CORRESPONDENCE, July 1909 - Jan. 1914. Of Plant Pathologist and assistants with individuals, relative to various phases of plant diseases; invoices covering purchases; and related correspondence. Filed alphabetically. (Never.) 8½ x 11 loose papers, 1 ft. 8 in., in 2 pasteboard transfer cases. Dirty and damaged by careless handling. Basement, storage vault (Bldg. A). (24)

351. NOTES AND DRAWINGS ON FROGEYE AND ASSOCIATED FUNGI, June 1910 - Nov. 1911. Observations made in orchards at Blacksburg and several other points in state; general notes on spraying, illosporium, pestalozzia, and inoculation process as control measure for frogeye; narrative accounts of injury to trees as result of spraying, notes on orange rust disease, and correspondence of plant pathologist with reference to these subjects. Content indicated on package. (Never.) 10 x 13 paper package, 1 in., on steel shelf. Basement, storage vault (Bldg. A). (21)

352. NOTES AND MANUSCRIPT ON CEDAR RUST WORK, 1913 - 1914. At Blacksburg and vicinity. Accounts of spraying experiments as control measures in cases of cedar rust, problems of control of disease, diseases of apple foliage, and starch formation in healthy and diseased leaves. Content indicated on package. (Never.) 10 x 13 paper packages, 5 in., on steel shelf. Basement, storage vault (Bldg. A). (23)

Plant Pathologist

353. MISCELLANEOUS RECORDS OF THE PLANT PATHOLOGIST, 1910 to date.

Project outlines. Project objective, personnel, financing, probable duration, and procedure; annual reports of work of office; budgets; and inventories. Filed alphabetically by subject. (Occasionally, official.) 9 x 12 folders, 9 in., in 3 drawers of wooden filing case. R. 409 (Bldg. A). (33)

354. INACTIVE FILE OF THE PLANT PATHOLOGIST, Aug. 7, 1916 - Feb. 1936. Correspondence of assistant plant pathologist with assistants at substations; Form 1-Comp., requisitions. Requisition no., designation of dept. or office making requisition. number of articles, description, price, name of concern from which purchase was made, appropriation or fund from which payment was made, and signature or initials of director noting approval. Filed alphabetically by subject. (Never.) 9 x 12 folders, 4 ft. 6 in., in 4 drawers of wooden filing case. R. 409 (Bldg. A). (27)

355. GENERAL FILE OF THE PLANT PATHOLOGIST, Dec. 2, 1916 to date. Correspondence of plant pathologist with members of station staff, other college officials, and various individuals relative to departmental activities; expense accounts; weekly narrative reports from field; executive bulletins; and crop reports. Filed alphabetically by subject. (Occasionally, official.) 9 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 409 (Bldg. A). (30)

356. SPECIAL STUDIES OF PLANT PATHOLOGIST, 1926, 1933. Exhaustive account (1926) of apple tree cankers, centering on cause, symptoms, and control. Two papers (1933) "The Production of Rust-Resistant Varieties of Beans by Hybridization", detailed discussion of results of experiments made by writer in plant crossing. Awarded prize by Research Committee of Virginia Academy of Science, 1933. Indexed by subject. (Occasionally, official.) 8½ x 11 vols. (3), 2 in., on bookrack shelf. R. 409 (Bldg. A). (29)

357. ANNUAL REPORTS OF R. H. HURT, ASSISTANT PATHOLOGIST, 1927 - 1928. Of experiments on apple and peach trees. Made in late spring and summer of each year at Staunton, Va., to determine best methods of controlling tree diseases. Tabulations cover climatological data, detailed studies of apple and peach tree diseases, and spray control. Results used by Div. of Plant Pathology at Blacksburg. Reports compiled from field notes subsequently discarded. Indexed chronologically. (Occasionally, official.) 8½ x 11 vols. (2), 1 in., on bookcase shelf. R. 408 (Bldg. A). (37)

358. ANNUAL REPORTS OF PATHOLOGICAL INVESTIGATIONS AT WINCHESTER, VIRGINIA, RESEARCH LABORATORY, July 1, 1927 - Dec. 31, 1928; Jan. 1, 1930 - June 30, 1936. Accounts of investigations made in field of plant pathology with particular reference to blights and diseases affecting apple and peach trees. Experiments made to discover means of control or eradication of these diseases. Field notes and data usually taken during blossoming and fruit-developing period in field laboratories at Winchester, Va., and in orchards of private individuals of vicinity on climatic conditions, spray residue investigations, Bordeaux mixture experiments, and blotch and scab investigations; accompanying photographs illustrate various phases of work. Reports, compiled from field

notes and data subsequently discarded, available in bulletin form. Blights and diseases under observation: apple scab, blotch, cedar rust, bitter rot, apple scald, root rot, sooty blotch, fire blight, target spot, weevils, peach leaf curl, powdery mildew of apple, and apple wax. Filed chronologically under name of supervisor of experiment. (Occasionally, official.) 8½ x 11 vols. (9), 5 in., on wooden shelf. R. 409 (Bldg. A). (28)

359. ANNUAL REPORTS OF R. H. HURT, ASSISTANT PLANT PATHOLOGIST, 1929 - 1936. Of experiments made at Charlottesville, Va., on orchard trees to determine best disease-control methods. Tabulated during late spring and summer of each year. Cover msc, weather data, and peach leaf curl, bait pail, and moth studies. Experiments on codling moth, oriental fruit moth, and peach moth. Reports, compiled from field notes subsequently discarded, available to public in bulletin form. Indexed chronologically. (Occasionally, official.) 8½ x 11 vols. (9), 2 in., on bookcase shelf. R. 409 (Bldg. A). (35)

360. GENERAL FILES OF THE ASSOCIATE PLANT PATHOLOGIST, Mar. 15, 1929 to date. Correspondence of plant pathologist with members of Experiment Station and field staff, Extension Div. staff, staff members of other agricultural experiment stations, and various individuals in and out of state; travel expense accounts of assistant pathologist, labor bills, narrative project outlines, quotations from companies from whom equipment was purchased, and manuscripts for radio talks. Filed alphabetically by subject. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 408 (Bldg. A). (36)

361. DROUGHT SPOT DATA, Mar. 21, 1929 to date. On experiment on "drought spot", a tobacco disease, to determine whether the severity of the disease bears any relation to the rate and method of application of various fertilizers, with sources of fertilizers. Similar information on "frenching", another tobacco disease; project outlines, proposals, procedure, statistical tables made from field data, and correspondence with other research workers relative to these diseases and experiments. Experiments conducted at Blacksburg and field experiment station at Chatham; results will be published in bulletin form. Filed chronologically. (Frequently, official.) 9 x 12 folders, 2 in., in drawer of desk. R. 409 (Bldg. A). (26)

362. REQUISITIONS, 1930 to date. Form 1-Comp. Requisition no., dept. or office making requisition, quantity, description, and price of each article, name of concern from which purchase was made, appropriation or fund from which payment was made, and signature or initials of director noting approval. Arranged chronologically. (Occasionally, official.) 6½ x 9½ loose-leaf book and 9 x 11½ loose-leaf books (2), 3 in., in drawer of steel filing case. R. 409 (Bldg. A). (31)

363. GENERAL FILE OF THE ASSISTANT PLANT PATHOLOGIST, July 1930 to date. Correspondence of assistant plant pathologist with members of station staff, other college officials, and individuals relative to expense accounts and project notes. Filed alphabetically. (Occa-

sionally, official.) 9 x 12 folders, 4 in., in drawer of steel filing case. R. 409 (Bldg. A). (32)

364. ANNUAL REPORTS OF S. A. WINGARD, PLANT PATHOLOGIST, 1931 - 1936. Narrative and statistical accounts of work of Div. of Plant Pathology. Projects sponsored by three funds, Purnell, Adams, and state which finance in part the Experiment Station; also recommendations for ensuing year. Indexed chronologically. (Occasionally, official.) 8½ x 11 vols. (5), 2 in., on bookcase shelf. R. 409 (Bldg. A). (34)

365. SOIL REACTION EXPERIMENT, May 1934. On ornamental, crop, and other plants. To supply more information concerning growing of ornamental and crop plants, and control of weeds. Results of these experiments will be published in bulletin form. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 2 in., in drawer of desk. R. 404 (Bldg. A). (25)

366. STUDIES ON THE DOWNY MILDEW DISEASE OF TOBACCO BY R. C. HENDERSON, ASSOCIATE PLANT PATHOLOGIST, 1937. Narrative and statistical paper on etiology of downy mildew disease of tobacco, including detailed study of spray experiments as control measures, and a general summary. Presented to Research Committee of Virginia Academy of Science; received award. Indexed by subject. (Occasionally, official.) 8½ x 11 vol., ½ in., in drawer of desk. R. 408 (Bldg. A). (38)

Division of Zoology
Assistant Zoologist

367. GENERAL CORRESPONDENCE, Nov. 1936 to date. Of assistant zoologist with station staff, other college officials, and various individuals relative to activities of Div. of Zoology. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 9 in., in drawer of steel filing case. R. 302 (Bldg. A). (161)

368. FIELD NOTES ON THE BIOLOGY AND CONTROL OF THE STRONGYLOID PARASITE OSTERTAGIA CIRCUMCINCTA, Feb. 1937 to date. Experiment to ascertain complete biology of this parasite in relation to its host animal, Avis Aries. Notes. Reasons for undertaking study, previous work and present outlook on problem, procedure, probable duration of study, source of financial support, personnel, and depts. participating. This experiment still in its infancy. (Frequently, official.) 8½ x 11 vol., 1 in., on desk. R. 302 (Bldg. A). (162)

Department of Chemistry

369. MISCELLANEOUS NOTES ON EXPERIMENTS CONDUCTED BY THE CHEMISTRY AND DAIRY HUSBANDRY DEPARTMENTS, 1912 - 1919. Daily analyses of foodstuffs, milk, and excrements in long and short feeding experiments. Name of cow, pounds of milk at morning and evening milkings, and weight of cow at evening milking, also feed analyses entitled "Protein Require-

ments for Growth of Calves". Information used by dairymen and cattle raisers. (Never.) 9 x 12 folders and 9½ x 11 notebooks, 1 ft. 5 in., in drawer of steel filing case. Dirty. Basement, storage vault (Bldg. A). (159)

370. NOTES ON EXPERIMENTS CONDUCTED BY THE CHEMISTRY AND DAIRY HUSBANDRY DEPARTMENTS, 1915 - 1922. Results of analyses made in departmental cooperative projects. Chemical content of ensilage, soil, nicotine, and excrements; also milk tests made subsequent to feeding cows cottonseed meal, and digestion trials of short feeding projects, total weight of sample, weight of each of its component parts and corresponding percentages. Experiments for Agronomy Dept. Arranged chronologically. (Never.) 9¼ x 11 notebooks, 6 in., in drawer of steel filing case. Dirty. Basement, storage vault (Bldg. A). (164)

371. NOTES AND ANALYSES MADE IN GREEN MANURE EXPERIMENT, Apr. 13, 1916 - June 23, 1927. To determine efficiency of use of green manure. Analyses. Green and dry weight of sample, weight of moisture and per cent of moisture, nitrogen, ash, fat, carbohydrates, and crude fiber. Cuttings and analyses made once a week from April to middle of June. Green manuring is process whereby crops are turned or plowed under and left to disintegrate before a new crop is planted, or process whereby crop is cut and land left fallow for stated period. Experiments for Dept. of Dairy Husbandry. Arranged chronologically. (Never.) 9¼ x 11 notebooks, 1 in., on steel shelf. Covers soiled. Basement, storage vault (Bldg. A). (163)

372. FIELD NOTES AND DATA ON LYSIMETER EXPERIMENTS, Aug. 30, 1922 - Sept. 18, 1931. Conducted at Blacksburg, both independently and in conjunction with the Tennessee Agricultural Experiment Station, to determine amount of plant food elements applied to soils removed by rain or other precipitation. Dates of removal of leachings from lysimeter and results of analyses of leachings. Content and date indicated on each notebook. (Never.) 9 x 12 notebooks, 4 in., on steel shelf. Basement, storage vault (Bldg. A). (160)

Chemist

373. FIELD NOTES ON EXPERIMENTS CONDUCTED BY THE CHEMISTRY DEPARTMENT, Apr. 1915 to date. Digestion tests on livestock of effect of various types of feed, and pasture-clipping experiments in form of analyses of feed taken from plots at Experiment Station to determine best system for this phase of farm management; also misc. notes on fertilizer analyses. When material is complete, bulletins are printed giving results. Arranged chronologically under title of experiment. (Occasionally, official.) 9 x 12 vols. and folders, 1 ft. 1 in., in drawer of wooden filing case. R. 403 (Bldg. A). (147)

374. FIELD NOTES ON LYSIMETER EXPERIMENTS, 1921 to date. To ascertain chemical content of atmospheric precipitation and result after soil-absorption, in effort to improve planting conditions and to determine exact amount of each chemical removed from soil by rain and other precipitation. Results published in bulletins. Indexed chronologically.

(Occasionally, official.) 8 x 12½ vols., 8 in., on wooden shelf. R. 403 (Bldg. A). (150)

375. GENERAL CORRESPONDENCE OF ASSISTANT CHEMIST, Feb. 1930 to date. With station staff, other college officials, and individuals relative to activities of the Dept. of Chemistry. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 4 in., in drawer of wooden filing case. R. 403 (Bldg. A). (148)

376. GENERAL CORRESPONDENCE OF THE CHEMIST, Jan. 1933 to date. With station staff, other college officials, and individuals relative to activities of the Dept. of Chemistry. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft. 10., in drawer of wooden filing case. R. 403 (Bldg. A). (149)

Department of Home Economics

Home Economist

377. GENERAL FILES OF HOME ECONOMIST, May 1928 to date. Correspondence with Experiment Station staff and extension service staff, various individuals, and cooperating officials of Dept. of Agr., Washington, D. C., on home economy problems; expense accounts of economist; annual reports of work performed by dept.; and requisitions for supplies and equipment. Filed alphabetically by subject. (Occasionally, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 201 (Bldg. A). (100)

378. STANDARD-OF-LIVING STUDIES, June 1931 to date. Data on cooking quality and palatability of soft pork, food expenditures of Va. farm families, project outlines, data on Grayson county project, material on housing and its relation to health, work sheets, and field survey notes. Results of these studies will be published in bulletin form. Filed by subject. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 201 (Bldg. A). (99)

379. RURAL FAMILY LIVING STUDIES, June 1931 to date. Tabulations, code sheets, code cards, work sheets, and misc. data used in experiment conducted in Grayson County to enable home economist to make recommendations to better living conditions among farm population. Records in tabular form. Mobility of family; food obtained from farm, wild food, garden produce, groceries purchased; clothing expenditures; work of members of household; expenses for health, advancement, personal items, recreation, and family ceremonials; operating expenses (house, equipment, and other expenses); investments; and housing condition and equipment. Results of this study will be published in bulletin form upon completion of summary of individual family schedules. Filed by subject. (Frequently, official.) 11 x 17 and 8 x 10½ loose papers, 4 ft. 3 in., on wooden shelf and on table. Dirty and scattered. R. 210 (Bldg. A). (98)

Department of Horticulture

380. RECORD OF METEOROLOGICAL OBSERVATIONS, Jan. 1, 1893 - Dec. 31, 1933. Latitude, longitude, and elevation of station, daily temperature

readings (maximum, minimum, mean, and range), barometric pressure (three readings daily), prevailing winds, cloud observations, notes on prevailing weather conditions; also monthly summaries of temperatures, precipitations, frosts, clear and cloudy days, solar and lunar halos, and auroras. Filed chronologically. (Never.) Variously sized vols. (4), 10 in., on steel shelf. Basement, storage vault (Bldg. A). (82)

381. MISCELLANEOUS NOTES ON EXPERIMENTS CONDUCTED BY THE HORTICULTURE DEPARTMENT, Mar. 1911 - Oct. 20, 1915. Peach and apple tree experiments, at Crozet and Blacksburg, on role of fertilizers and moisture in growth and formation of fruit buds, pruning, injury by low temperature, plans of fertilization, and effect of pruning on formation of fruit buds. Filed alphabetically by title of experiment. (Never.) 9 x 12 folders, 6 in., on steel shelf. Scattered and fragmentary. Basement, storage vault (Bldg. A). (84)

382. FIELD NOTES ON EXPERIMENTS MADE ON GROWTH OF APPLE AND PEACH TREES, Oct. 25, 1913 - Nov. 23, 1916. Annual tabulations. Circumference of trunk in inches and eights of an inch at point 8 to 12 inches from ground; also growth as measured by twig growth. Results of experiments used in preparing bulletins for distribution to orchardists. Arranged chronologically. (Never.) 9½ x 11 notebooks, 7 in., on steel shelf. Dirty. Basement, storage vault (Bldg. A). (83)

Associate Horticulturist

383. FIELD NOTES ON VARIOUS EXPERIMENTS CONDUCTED BY THE ASSOCIATE HORTICULTURIST, 1895 - 1936. Experiments to determine all factors in breeding for producing the best type of fruit trees. Terminal growth on unpruned trees, where secondary growth occurs, types of pruning, per cent of wood removed, density of growth, per cent of blooms, weight of picked fruit, weight of dropped fruit, fruit colors, uniformity of size of fruit, autumn terminal growth, midsummer terminal growth, tree circumferences, weight of twenty average fruits from twenty trees, number of borers, lateral blooms, bud formation, fruit yield, tree measurements, effects of moisture and fertilizers, fire blight, and harvest records. Also grape and raspberry studies. Field notes, highly technical in nature, will be published in bulletin form. Entered chronologically. (Frequently, official.) 9½ x 11 vol., 1 ft. 9 in., on wooden shelf. R. 310A (Bldg. A). (86)

384. RECORD OF METEORLOGICAL OBSERVATIONS, May 1, 1899 - Dec. 1906. Time of each reading and observation, thermometer reading (maximum, minimum, mean), barometric pressure, clouds, wind, and narrative description of foregoing data. Entered chronologically. (Never.) Variously sized vols. (7), 3 in., on shelf. R. 310A (Bldg. A). (85)

385. FIELD NOTES ON VARIOUS EXPERIMENTS CONDUCTED BY THE ASSOCIATE HORTICULTURIST, Mar. 6, 1911 to date. Statistical notes on old and discontinued experiments, and on current projects and experiments. Record of tree growth, date of observation, circumference of tree, and yield in bushels per tree. Majority of these state-wide experiments center around peach and apple tree breeding to produce varieties that will withstand frost. Results will be published in bulletin form. Filed alpha-

betically by subject. (Frequently, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. R. 310 (Bldg. A). (89)

386. GENERAL FILE OF THE ASSOCIATE HORTICULTURIST, Jan. 1, 1921 to date. Correspondence of associate horticulturist with station staff, other college officials, and individuals relative to activities of his dept.; requisitions with no., dept. or office making requisition, number of articles, description, price, name of concern from which purchase was made, appropriation or fund from which cost of purchase was paid, and signature or initials of director; project outlines with objective, personnel, how financed, probable duration, and workers; annual reports of work of director; and manuscripts of radio addresses. Filed alphabetically by subject. (Occasionally, official.) 9 x 12 folders, 5 ft., in 3 drawers of steel filing case. R. 310 (Bldg. A). (87)

387. GENERAL CORRESPONDENCE, Aug. 1929 to date. Of associate horticulturist with station staff, other college officials, and various individuals, relative to activities of his dept. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in desk drawer. R. 310 (Bldg. A). (88)

Department of Dairy Husbandry

388. NOTES AND DATA ON THE "NEW LONG FEEDING" EXPERIMENT, Nov. 15, 1922 - Feb. 26, 1923; Aug. 23 - Dec. 31, 1924; Feb. 1, 1925 - Feb. 16, 1927. Tabulations of daily rations fed to preselected cows in test to determine best types of food. Date, type of feed given cows, pounds of each type, and names of cows in each group: I, Wide Ration; II, Narrow Ration; III, Normal Ration. Results used by dept. for bulletins on feeding of cows. Filed by title of experiment. (Never.) 9 x 12 covers and loose sheets, 6 in., in drawer of steel filing case. Basement, storage vault (Bldg. A). (46)

Dairy Husbandman

389. GENERAL FILE ON PROJECTS, 1915 to date. Miscellaneous data on various kinds of feeds, oleomargarine values, grass and soybean meal analyses, irradiation of milk, and alfalfa and timothy studies; project outlines recording objective, personnel, financing, probable duration, and procedure; and narrative annual reports. Portion of project material published in bulletin form available to public; remainder will be published. Filed by subject. (Frequently, official.) 9 x 12 folders, 4 ft. 4 in., in 4 drawers of steel filing case. R. 306D (Bldg. C). (47)

Assistant Dairy Husbandman

390. REGISTRATION CERTIFICATES, Oct. 17, 1909 to date. Name and no. of cow and of dam, description of cow, by whom owned, date calved, name and no. of sire, date of registration, signature of official, and transfer record, if any. Arranged alphabetically. (Frequently, official.) 8 x 10 envelope and 6 x 8 loose-leaf book, 3 in., on wooden shelf. R. 306E. (Bldg. C). (48)

391. HERD RECORD BOOKS, Jan. 1916 to date. Index no. of each cow, name and no., breed, weight, birth date, and date fresh before testing year; cow's sire, sire's breed, cow's dam, testing period of cow, number days milked during testing period, number times milked daily, pounds milk daily, yield during testing period, feed consumed, days on pasture, cost of pasture, cost of roughage, total cost of pasture and roughage, cost of grain, total cost of feed, value of milk above cost of feed, value of milk below cost of feed, and monthly summary. These notes will be published in bulletin form. Arranged chronologically. (Frequently, official.) 8 x 10½ vol., 8 in., on wooden shelf. R. 306E. (Bldg. C). (51)

392. HERD-RECORD AND ABORTION-FREE PROJECT CARDS, May 19, 1927 to date. Name, no., and breed of cow, date each calf was dropped; service, calving, and production records; and pertinent remarks. Abortion-free project card. Test no., name, no. and breed of cow, birth date of calf, and readings taken at various times during carrying period. These notes will be published in bulletin form. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 5 in., in drawer of steel card cabinet. R. 306E. (Bldg. C). (52)

393. DAILY NOTES ON ALFALFA-TIMOTHY HAY EXPERIMENTS, July 1928 to date. Date of report, names and weight of cows, group letters, type of feed, waste matter, pounds of milk, and per cent of butterfat. These notes will be published in bulletin form. Filed chronologically. (Frequently, official.) 8½ x 11 loose sheets, 1 ft. 10 in., in drawer of steel filing case. R. 306E (Bldg. C). (53)

394. BREEDING RECORD, Mar. 2, 1930 to date. Name of cow, breed, tag no., name of sire, date of breeding, date due to drop calf, date dropped, and sex of calf. These notes will be published in bulletin form. Entered chronologically. (Frequently, official.) 12 x 15 vol., 1 in., on wooden shelf. R. 306E (Bldg. C). (49)

395. FIELD NOTES ON VARIOUS EXPERIMENTS CONDUCTED BY THE ASSISTANT DAIRY HUSBANDMAN, May 7, 1930 to date. Pasture experiments. Lot nos., names of cows, date placed on pasture, date removed, pasture conditions, fertilizing results, varying weights of cows, milk produced, milk tests for per cent of butterfat; also summary sheets compiled from field notes. Results will be published in bulletin form. Filed by project title. (Frequently, official.) 9 x 12 vol. and folders, 1 ft. 4 in., in drawer of steel filing case. R. 306E (Bldg. C). (54)

396. GENERAL CORRESPONDENCE, Sept. 1930 to date. Of assistant dairy husbandman with local and field station staff, extension division local and field staff, other experiment station staffs, college officials, and various individuals regarding dairy work; also manuscript copies of radio talks, telegrams, misc. manuscript data, and requisitions for supplies and equipment. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 306E (Bldg. C). (55)

397. LACTOMETER SHEETS, Nov. 1933 to date. Name and no. of cow,

grain fed morning and evening, total pounds milk for month, daily average milk for month, average butterfat test, total butterfat produced, and pounds grain fed. These notes will be published in bulletin form. Filed chronologically. (Frequently, official.) 19 x 24 paper charts, 5 in., on wooden shelf. R. 306E (Bldg. C). (50)

Department of Poultry Husbandry
Poultry Husbandman

398. GENERAL CORRESPONDENCE AND EXPENSE ACCOUNTS, Sept. 1928 to date. Correspondence of poultry husbandman with members of station staff, extension service staff, other experiment stations, and various individuals, relative to departmental activities; also group of expense accounts dating back to Sept. 1928. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. R. 301 (Bldg. C). (56)

Assistant Poultry Husbandman

399. PROJECT OUTLINES AND ANNUAL REPORTS, 1930 to date. Project Outlines. Objective, personnel, financing, probable duration and procedure. Annual reports. Details of dept. personnel, progress and results of research work, publications, proposed projects for ensuing year, work to be completed next fiscal year, and suggestions. Filed chronologically. (Frequently, official.) 8½ x 11 loose sheets, 1 in., in drawer of steel filing case. R. 301C (Bldg. C). (58)

400. FIELD NOTES ON VARIOUS EXPERIMENTS CONDUCTED BY THE POULTRY HUSBANDMAN, Oct. 1931 to date. At local station to discover best methods for care of fowl. Lot no., number of each fowl, varieties, sex, varying weights over given period, feed consumed, ration, and production. These notes will be published in bulletin form and made available to public. Entered chronologically. (Frequently, official.) 9 x 12 vol., 2 in., in drawer of steel filing case. R. 301C (Bldg. C). (57)

THE EXTENSION SERVICE

BLACKSBURG

DIVISION OF COOPERATIVE EXTENSION
STATE HEADQUARTERS
Virginia Polytechnic Institute
(A) Agricultural Engineering Hall
(B) Teaching and Administration Bldg.
(C) Dairy Bldg.
(D) Extension Division Bldg.

This division was established in 1915 at the Virginia Polytechnic Institute in accordance with the provisions of the Smith-Lever Act, approved May 8, 1914, which created the Extension Service. Since 1915, the division has carried on the demonstration work in agriculture and home economics which a group in the state inaugurated in 1907 with the assistance of funds from the General Education Board (See Introduction).

The functions of the Extension Service are primarily educational. At the same time, according to the catalogue of the Virginia Polytechnic Institute for 1940, it has come to be recognized as the "contact agency of the Federal Government" for all agricultural programs. Thus it coordinates the work of the bureaus and offices of the Department of Agriculture, and also those of a number of independent Federal agencies in Virginia, with similar work carried on by the Virginia Experiment Station. In performing its educational functions, the extension service "carries the results of agricultural research and instruction of the college . . . to those who cannot become resident students." Besides the teaching implicit in farm and home demonstration and boys' and girls' club work, the division provides instruction in animal husbandry and poultry husbandry, orchard and garden management, dairying and dairy manufactures, agricultural engineering, agronomy, plant pathology, and farm forestry. The workers also conduct farmers' extension schools and assist in organizing and developing community organizations, and cooperative marketing organizations, as well as in giving advice and aid on marketing and distribution problems.

Agricultural agents are carrying on farm demonstration work in ninety-nine counties. Home demonstration agents are working in fifty-eight counties. In counties lacking these agents, Extension Division specialists and local organizations conduct similar work. The salaries of the agricultural extension workers are provided by Federal and state appropriations under the provisions of the Smith-Lever and other Federal acts

for extension, and by appropriations made by the counties. They are augmented when necessary by contributions from local farm bureaus.

The Extension Division News and the 4-H Club Letter, which are official publications of the Division, and numerous bulletins issued by the Virginia Experiment Station giving results of experiments made under the supervision of the Station, acquaint the rural population with the latest agricultural practice.

Correspondence of the Division considered to have no further value is discarded once or twice a year. Weekly statistical reports are kept one year; monthly statistical reports are retained three years or longer. No records have been sent to Washington for preservation. The survey of the Extension Division archives was completed in August 1937.

State Director

401. GENERAL CORRESPONDENCE, 1912 - 1933. Of director with local staff, dist. and county agricultural agents, dist. and county home demonstration agents, VPI faculty, and officials of Extension Service in Washington, on different phases of extension work; with officials of Farm Credit Administration and AAA in Washington on cooperative services sponsored by joint agencies; with officials relative to centennial and Golden Jubilee celebrations at VPI in 1922, council of safety and defense, Nitrate and National Defense Council; and with individuals. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 22 ft. 8 in., in 13 wooden transfer cases. Dirty, torn, and worn. Basement, N. (Bldg. D). (221)

402. ANNUAL REPORTS FROM SPECIALISTS, 1912 - 1936. Chiefly narrative. All phases of specialists' work and in many instances illustrated by photographs; also statistical reports. Number of days in field, in office, and on leave; number of letters written, circular letters and bulletins mailed, meetings attended, talks and demonstrations given, and miles traveled. Covered by card index, entry 408. Filed chronologically under name of specialist. (Frequently, official.) 9 x 12 folders, 12 ft., in 6 drawers of steel filing case. Soiled and worn. R. 101 (Bldg. D). (225)

403. ANNUAL NARRATIVE AND STATISTICAL REPORTS, 1915 - 1928. For each phase of work of county or dist. agent. Number of days in field, in office, and on leave; number of letters written, meetings attended, miles traveled, demonstrations given, and similar information. Filed chronologically under county. (Occasionally, official.) 8½ x 11 covers, 5 ft., on wooden shelf and in transfer cases. Dirty and worn. Basement, N. (Bldg. D). (219)

404. PERSONNEL FILES OF CURRENT EMPLOYEES, 1915 - 1928. Card records of all employees of Extension Service in Va., including those located in state office in Blacksburg and various counties; segregated into groups: specialists, dist. and county agricultural agents, county home demonstration agents, local home agents, local agents, and stenographers. Name of employee, length of service, rate of pay, education, training for work, and experience. Filed by title of position held by employee. (Occasionally, confidential.) 9 x 11 cards, 1 ft. 2 in., in drawer of filing case. R. 105 (Bldg. D). (310)

405. CARD INDEX TO FEDERAL BUDGETS, 1915 - 1936. Name, amount, and date of appropriation, and explanatory remarks. Index covers entry 406. Filed by subject. (Frequently, official.) 3 x 5 cards, 9 in., in drawer of wooden card cabinet, R. 105. (Bldg. D). (309)

406. FEDERAL BUDGETS, 1915 - 1936. Yearly estimates of expenditures for Extension Service, itemized by dept.; estimates of allotments received by Extension Service under authorization of Smith-Lever, Capper-Ketcham, and supplementary acts; budgets for various operating costs; financial statements; statements of expenditures; records of number and compensation of employees; and old personnel records of Extension Service employees. Covered by card index, entry 405. Filed by subject. (Frequently, official.) 9 x 12 folders, 2 ft. 10 in., in 2 drawers of wooden filing case. R. 105 (Bldg. D). (311)

407. GENERAL AND MISCELLANEOUS CORRESPONDENCE OF THE STATE AGRICULTURAL EXTENSION DIRECTOR, 1916 to date. With local staff, dist. and county agricultural extension agents, dist. and county home demonstration agents, faculty of VPI, Extension Service, officials of Dept. of Agr., Washington, D. C., various state depts. and organizations interested in and connected with work of Extension Service, AAA and Farm Credit Administration officials in Washington, Extension Service directors and officials in Washington, Extension Service directors and officials in other states, and non-Govt. persons. Correspondence relative to many different phases of extension work, including drought relief (1930-1932), Farmers Institute and Institute of Rural Affairs held in Blacksburg, State Fair, short courses, and activities sponsored by AAA and Farm Credit Administration with cooperation of Extension Service. Covered by index, entry 408. Filed chronologically under name of correspondent. (Frequently, official.) 9 x 12 folders, 51 ft. 10 in., in 42 drawers of steel filing cases. R. 101 (Bldg. D). (222)

408. CARD INDEX TO RECORDS IN ROOM 101, 1919 to date. Name and official title of person, and subject, date of origin, and location of record. Index covers entries 407, 409, 411, and 402. Filed chronologically under official title of person. (Frequently, official.) 3 x 5 cards, 3 ft., in 3 drawers of wooden card cabinet. R. 101 (Bldg. D). (226)

409. PLANS OF WORK COMPILED BY SPECIALISTS, 1925 - 1935. Narrative and statistical records by specialists of Extension Service submitted to the director. Aims of depts. for coming year, cost estimates of each program with persons needed in its operation, and other items of information. Covered by card index, entry 408. Filed by name of specialist. (Occasionally, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 101 (Bldg. D). (223)

410. WEEKLY REPORTS FROM COUNTY AGRICULTURAL AGENTS AND COUNTY HOME DEMONSTRATION AGENTS, Jan. - Dec. 1935. Form E. 182. Number of demonstrations given by agent during his itinerary, number of talks made, number of miles traveled, and other pertinent data. Prepared in duplicate, one forwarded to state agricultural extension director through dist. agent, and one retained in files of county agent. Filed alphabetically by name of agent. (Occasionally, official.) 9 x 12

folders, 8 ft., in 4 wooden transfer cases. Basement, N. (Bldg. D). (220)

411. WEEKLY FIELD REPORTS FROM COUNTY AGRICULTURAL AGENTS, COUNTY HOME DEMONSTRATION AGENTS, AND SOIL CONSERVATION SERVICE AGENTS, 1935 to date. To state director. Visits made, miles traveled, demonstrations given, talks made, and other pertinent items. Covered by card index, entry 408. Filed alphabetically by name of agent. (Frequently, official.) 9 x 12 folders, 6 ft., in 4 drawers of steel filing case. R. 101 (Bldg. D). (224)

Assistant State Director

412. ANNUAL REPORTS, 1915 - 1935. From dist. and county agricultural agents and Negro dist. and county agricultural extension agents. Narrative report. Each phase of work of district or county agent for year; in many instances, illustrated with photographs. Statistical report tabulating same information. Number of days in field and office, total days leave, letters written, meetings attended, miles traveled, demonstrations and talks given, and other items of information. 1915 - 1922 narrative and statistical reports combined on one form; thereafter two reports submitted. Filed alphabetically by name of district agent and account. (Frequently, official.) 8 x 12 covers and 8 x 10 pamphlets, 23 ft. 2 in., in 3 drawers of steel filing case and 10 steel transfer cases. Older records soiled and worn. R. 103 (Bldg. D). (291)

413. ADVICE OF EMPLOYMENT, 1915 - 1936. Personnel reference file of cards issued when persons begin employment with Extension Service and when any change takes place in employment status or rate of pay. Name of employee, date of employment, and salary paid. Filed by class of employee. (Occasionally, confidential.) 6 x 8 cards, 1 ft. 5 in., in drawer of steel card cabinet. Slightly worn. R. 102 (Bldg. D). (229)

414. COUNTY APPROPRIATIONS, 1917 - 1936. Correspondence of assistant director with boards of supvrs. in counties having agricultural and home demonstration agents, on yearly appropriations for extension work, and on withdrawn appropriations. Filed alphabetically by name of county. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. Older papers worn and ink faded. R. 103 (Bldg. D). (302)

415. APPLICATIONS FOR EMPLOYMENT, 1918 - 1921. To assistant director for position of specialist, county agricultural agent, county home demonstration agent, stenographer and other clerical positions, with copies of replies to applicants. Filed alphabetically. (Never.) 9 x 12 folders, 2 ft., in wooden transfer case. Dirty and worn. Basement, N. (Bldg. D). (294)

416. EXPIRED APPOINTMENTS, 1921 - 1937. Of Extension employees. Name of person appointed, title of position, yearly and monthly salary, length of appointment, date of expiration, and misc. data on appointments. Files divided into sections for county agricultural extension agents, county home demonstration agents, local agents, specialists, and others. Filed by official designation. (Monthly, official.) 9 x 12 folders, 2 ft. in drawer of steel filing case. R. 102 (Bldg. D). (298)

417. UNITED STATES DEPARTMENT OF AGRICULTURE SALARY AND LEAVE CERTIFICATES, July 1924 - June 1937. Personnel records of Extension Service employees enabling assistant director to determine what portion of their salaries is derived from Federal funds, and showing length and type of leave requested by each employee, date of request for leave, and date of approval of requested leave. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 10 in., in drawer of steel filing case. Older records worn. R. 102 (Bldg. D). (290)

418. CARD INDEX TO REQUISITIONS, Jan. 1928 to date. Type of equipment or name of article. Index covers entry 419. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 1 ft. 5 in., in 2 drawers of card cabinet. R. 102 (Bldg. D). (297)

419. REQUISITIONS, Jan. 1928 to date. Name of dept. making requisition, articles or supplies needed, name of concern from which purchased, quantity, and price. Made in triplicate. Covered by card index, entry 418. Filed alphabetically. (Occasionally, official.) 10 x 12 pockets, 4 ft., in 2 drawers of steel filing case. R. 102 (Bldg. D). (300)

420. MONTHLY REPORTS FROM SPECIALISTS, July 1931 - Sept. 1936. Itinerary of specialist, number of days worked in office and field, miles traveled, talks made, demonstrations given, letters written, circular letters and bulletins mailed, and other information; also short narrative account of month's work. Impermanent, as much of material is duplicated by more voluminous annual report. Men specialists make reports in duplicate; one sent to office of assistant director, and one retained in specialist's file; women specialists make reports in triplicate, so that state home demonstration agent may also receive copy. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 102 (Bldg. D). (293)

421. PAY ROLL FORMS AND COUNTY VOUCHERS, Sept. 1932 to date. Pay roll forms for Extension Service employees. Name of person, period covered, and amount of check; also vouchers from counties in which extension work is carried on. Filed chronologically. (Inactive records, occasionally; current records, frequently, official.) 9 x 12 folders, 4 ft. 6 in., in transfer case and 2 drawers of steel filing case. Rs. 103 and 102 (Bldg. D). (295, 292)

422. CARD RECORDS OF EXTENSION SERVICE EXPENDITURES, 1933 - 1937. Article, equipment, or supplies purchased by Extension Service, date of purchase, date of receipt, price, by or for whom purchased, and estimates for expenditures for part of 1937 included in current fiscal year. Filed by subject. (Daily, official.) 5 x 8 bundles and cards, 2 ft. 4 in., in 2 drawers of wooden card cabinet and bundles on steel filing case. R. 102 (Bldg. D). (301)

423. TEMPORARY SERVICE CERTIFICATES AND SOIL CONSERVATION PROGRAM RECORDS OF THE AGRICULTURAL ADMUSTMENT ADMINISTRATION, Nov. 1933 - 1936. Certificates of salaries to employees of AAA; and expenditure vouchers occasioned by soil conservation activities in Blacksburg and Va. counties; and programs referring to present type of work of AAA since curtailment by decision of Supreme Court. Filed alphabetically by name of county. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel fil-

ing case. R. 102 (Bldg. D). (307)

424. AGRICULTURAL ADJUSTMENT ADMINISTRATION FILE, 1934 - 1936. Correspondence of Washington offices of AAA with directors of extension work; copies of administrative regulations of AAA; authorizations; and mimeographed copies of letters from Blacksburg staff to county agents on AAA activities and procedure. Filed by subject. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 103 (Bldg. D). (303)

425. AGRICULTURAL ADJUSTMENT ADMINISTRATION COUNTY RECORDS AND TENNESSEE VALLEY AUTHORITY EXPENDITURES, 1934 - 1936. Correspondence of AAA officials, Washington, D. C., with representatives in various counties of Va. on regulations and procedure; TVA records of expenditures made in operation of TVA program in counties of southwestern Va. affected by program. AAA records filed by county; TVA records filed by subject. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 102 (Bldg. D). (305)

426. LEDGER RECORD, 1934 - 1936. Entries of AAA accounts: dates, types, and amounts of expenditures in state. Indexed by type of expenditure. (Occasionally, official.) 7½ x 12 vols. (4), 4 in., in drawer of steel filing case and 2 vols. on accountant's desk. R. 102 (Bldg. D). (304)

427. MISCELLANEOUS ACCOUNTS AND APPOINTMENT REQUEST BLANKS, 1934 - 1936. Financial tabulations of payments made under AAA program on wheat and corn-hog accounts; also requests for appointment in Extension Service. Filed by subject. (Frequently, official.) 10 x 11½ loose-leaf books (6), 1 ft., in drawer of steel filing case. R. 102 (Bldg. D). (306)

428. MISCELLANEOUS RECORDS OF THE ASSISTANT DIRECTOR, 1935 - 1936. Accident claims from employees, lists of mailing addresses, applications for positions and annual leaves, leaves granted, budgets, copies of Govt. contracts, inventories of Govt. equipment in possession of AAA, requisitions for equipment, programs, plans of work, records of state fair expenses; and a few mimeographed circular letters and catalogues used in selecting equipment and supplies. Filed by subject. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 103 (Bldg. D). (296)

State Home Demonstration Agent

429. GENERAL FILES, 1911 - 1918. Correspondence of state agent with assistant agents, specialists, county home demonstration agents, and individuals; travel vouchers of state agent and staff; expense accounts; applications for sick leave; weekly statistical reports from specialists; mailing lists; exhibits; tabulations by county of monthly reports of agents; appropriations; data compiled from reports of agents; records of salary vouchers and other papers. Transferred from Burkeville to Blacksburg; possibly some lost or destroyed in transit. Filed alphabetically. (Never) 9 x 12 folders and 5 x 8 cards, 5 ft. 3 in., in 2 drawers of card cabinet and pasteboard letter files on shelf. Dirty and ink faded. Basement,

4-H Club Storage Room (Bldg. D). (317)

430. ANNUAL REPORTS, 1914 - 1915. Chiefly statistical reports from home demonstration agents in various counties. Data on agent's work, number of visits made, demonstrations given, and miles traveled. Records originated in office of state agent for home demonstration, Burkeville, Va. This office has been discontinued. Filed chronologically. (Never.) 9 x 12 folders, 3 in., in cardboard letter file. Worn. Basement, 4-H Club Storage Room (Bldg. D). (228)

431. GENERAL CORRESPONDENCE, 1914 - 1916. Of assistant home demonstration agent with state agent, county agents, and individuals; circular and mimeographed letters; and applications for sick leave. Filed alphabetically. (Never.) 9 x 12 folders, 9 in., in 3 cardboard letter files on shelf. Basement, 4-H Club Storage Room (Bldg. D). (227)

432. CANNING RECORD CARDS, 1915 - 1922. County home demonstration agents' records of women enrolled in canning clubs in various counties. Name and address of canner, itemized record of fruits and vegetables canned, year canned, value of products canned, cost of canning, and net gain. Filed by name of county. (Never.) 4 x 6 cards, 2 ft. 4 in., in pasteboard boxes (2), on wooden shelf. Scattered. Basement, 4-H Club Storage Room (Bldg. D). (241)

433. ANNUAL REPORTS AND MISCELLANEOUS MATERIAL, 1915 - 1932. Narrative and statistical annual reports from specialists, and from both white and colored district and county home demonstration agents; narrative reports cover each phase of work of staff member for entire year; statistical reports cover total number of days in field and in office, number of demonstrations given, committee meetings attended, letters written, miles traveled, and mode of transportation. File also contains misc. material including plans, material, and reports on courses for county home demonstration agents, report and material on exhibits, reports on prizes and awards, 4-H Club reports, and other reports. Filed chronologically. (Never.) 9 x 12 folders, 8½ x 11 bundles and 8½ x 10 loose papers, 12 ft., in 6 wooden transfer cases. Dirty and scattered. Basement, N. (Bldg. D). (239)

434. PERSONNEL REFERENCE FILE, 1915 - 1936. Card records of Home Demonstration Dept. staff including specialists and dist. and county home demonstration agents, showing personal data, extent of training and education, experience, date of appointment, salary paid, and any subsequent changes in employee's salary or title. Filed by name of staff member. (Frequently, official.) 4 x 6 cards, 3 in., in cardboard container on wooden shelf. R. 204 (Bldg. D). (231)

435. GENERAL AND MISCELLANEOUS CORRESPONDENCE, 1915 to date. Of state agent with Extension Service staff, specialists, applicants for positions in Home Demonstration Dept., persons given as reference by applicants, Va. organizations interested in or connected with work of dept., and interested individuals. Correspondence covers many phases of work sponsored by dept. Filed alphabetically. (Frequently, official.) 9 x 12 vol., 15 ft. 9 in., in 9 drawers of metal filing cases. Some of older records soiled and worn. R. 204 (Bldg. D). (236)

436. ANNUAL REPORTS, 1916 - 1935. From dist. and county home demonstration agents to state agent; also reports of the state agent. Each phase of staff member's work is covered and frequently illustrated by accompanying photographs. Statistical reports which give in numerical form essentially same information as narrative report, show number of days in office and in field, total number of days' leave, letters written, circular letters and bulletins mailed, meetings attended, talks and demonstrations given, and other interesting items. 1916 - 1922 narrative and statistical reports combined. Since that date two separate reports submitted. Filed chronologically. (Frequently, official.) 9 x 12 folders, 6 ft., in 3 drawers of steel filing case. Older records worn. R. 204 (Bldg. D). (230)

437. MONTHLY REPORTS TO STATE HOME DEMONSTRATION AGENT, Mar. 1917 - 1932. Statistical reports of specialists and dist. and county home demonstration agents. Daily itinerary of specialist or agent, number of demonstrations given, number of miles traveled, and brief narrative account of work performed. Mar. 1917 - Dec. 1919 reports consist of recapitulations of individual reports of various members of State Home Demonstration Dept. Filed chronologically and by subject. (Never.) 9 x 12 folders, 4-ft., in 2 wooden transfer cases. Dirty and worn. Basement, N. (Bldg. D). (237)

438. GENERAL FILES, 1919; 1921 - 1926; 1931 - 1932. Correspondence of state agent with county home demonstration agents, dist. home demonstration agents, and individuals; misc. reports; plans of work submitted by staff; programs; expense accounts of employees; home improvement records; group of narrative reports from home demonstration agents; reports of dist. agents' meetings; records of work done in Rockingham County; reports of contests conducted by county and dist. home demonstration agents; and mimeographed circular letters from state home agent to dist. and county agents. Filed chronologically. (Never.) 9 x 12 folders and 10 x 13 bundles, 10 ft., in 5 wooden transfer cases. Dirty and worn. Basement, N. (Bldg. D). (232)

439. PLANS OF WORK, 1921 - 1936. From specialists and dist. and county home demonstration agents, to state agent. In narrative form with statistical summaries of estimated cost of work as planned. Filed chronologically. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Older records worn. R. 204 (Bldg. D). (235)

440. GENERAL FILES OF COUNTY HOME DEMONSTRATION AGENTS FOR NOTTOWAY AND WASHINGTON COUNTIES, 1924 - 1932. Correspondence of home demonstration agents with state agent and Extension Service staff; also copies of annual narrative and statistical reports, reports of girls' club work, travel statements, and misc. material of county home demonstration agents. Records moved to Blacksburg when operations of county home demonstration agents in Nottoway and Washington counties were suspended. Content indicated on container. (Never.) 8½ x 11 bundle and loose papers, 1 ft. 3 in., in 2 cardboard letter files and on transfer cases. Dirty. Basement, N. (Bldg. D). (233)

441. MISCELLANEOUS FILES, 1927 - 1936. Suggested filing systems for

dist. and county home demonstration agents, list of agents, project outlines, State Advisory Council material, outlines for contests, achievement day material and reports, publicity material and releases, statistics on different stages of work, Extension histories, copies of talks, state fair exhibit expenses, outline of and material on health programs, record of annual meetings, and material consisting of plans and policies and summarized information in narrative and statistical form obtained from Farm Housing Survey. Filed by subject. (Frequently, official.) 9 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 204 (Bldg. D). (229)

442. MISCELLANEOUS REPORTS AND EXPENSE ACCOUNTS, 1929 - Oct. 1936. Monthly statistical reports from specialists and dist. and county home demonstration agents, weekly statistical reports and copies of expense accounts of state agent, and narrative resumés from dist. home demonstration agents. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Older papers soiled and worn. R. 204 (Bldg. D). (238)

443. CARD RECORD OF WEEKLY REPORTS, 1931 to date. Name and location of agent, date report due, and date received. Record used by state agent to check receipt of regular weekly reports submitted by specialists and dist. and county home demonstration agents. Filed alphabetically by name of staff member. (Frequently, official.) 5 x 8 cards, 1 ft., in wooden card cabinet. R. 204 (Bldg. D). (240)

444. FARM HOUSING SURVEY RECORDS, Dec. 1933 - May 1934. Of field workers. County, state, date of interview; name and race of owner of property; general information on house, occupants, conditions of home, water supply, sewage disposal, lighting and heating arrangements, laundry and cooking facilities, and landscaping; also recommendations made as result of interview. Content indicated on containers. (Never.) $8\frac{1}{4}$ x 11 loose papers, 11 ft., in pasteboard boxes (3). Scattered and worn. Basement, 4-H Club Storage Room (Bldg. D). (318)

445. MISCELLANEOUS RECORDS OF THE FARM HOUSING SURVEY, Dec. 1933 - May 1934. Administrative records of state director of survey. Including correspondence with assistants and field workers, copies of pay roll for persons employed on survey, receipts for expenditures, tabulations, budgets, and copies of travel vouchers. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 3 ft. 9 in., in 2 wooden transfer cases. Dirty and torn. Basement, N. (Bldg. D). (234)

Bookkeeping Department

446. RECORD OF SALARIES AND EXPENSE CHECKS PAID TO EXTENSION EMPLOYEES, July 1, 1915 - June 30, 1916. Date of issue of check, name of person receiving payment, amount for travel, amount salary paid from State Smith-Lever fund, amount paid by Dept. of Agr., total amount paid per month, and period covered. Indexed alphabetically. (Never.) $9\frac{1}{2}$ x $14\frac{1}{2}$ vol., 3 in., on floor. Covers mildewed. Storage Room in Tower. (Bldg. B). (209)

447. LEDGER ACCOUNTS OF RECEIPTS AND DISBURSEMENTS FOR COOPERATIVE

EXTENSION WORK, July 1, 1918 - June 30, 1935. Receipts: date; origin, whether Federal or state; and amount. Disbursements: date, name of person or concern to which made, check or voucher no., amount, and purpose. Entered chronologically under appropriation title. (Early records never; later records rarely, official.) 17 x 19½ vol., 16 x 19 vols. (7) and 17½ x 28½ loose-leaf book, 1 ft. 9 in., on floor and steel shelf. Covers mildewed. Storage Room in Tower and R. 108, vault (Bldg. B). (262, 261)

448. PETTY CASH FUND FOR EXTENSION SERVICE, Mar. 17, 1928 - July 31, 1935. Daily expenditures with date, check or voucher no., fund or allocation from which check was drawn, and amount. Entered chronologically. (Never.) 10½ x 16 vols. (2), 5 in., on floor. Mildewed and dusty. Storage Room in Tower (Bldg. B). (210)

449. EXPENDITURES OF EXTENSION SERVICE AND VIRGINIA AGRICULTURAL EXPERIMENT STATION, July 1, 1935 to date. Title of each fund, object, date of expenditure; expenditures with amount, voucher no., and title; encumbrances with order no., amount, orders paid, and balance; appropriation; and unnumbered balance. Entries chronological under title of allocation for Extension Service or for Experiment Station. (Inactive records occasionally; current records frequently, official.) 11¼ x 12 loose-leaf books (2), 1 ft. 2 in., on steel shelf and on desk. R. 108 and vault (Bldg. B). (140, 154)

Publicity Department

450. GENERAL FILES OF THE PUBLICITY DEPARTMENT, 1921 to date. Correspondence of editor and assistants with staff relative to preparation of publicity articles, on extension work, for state newspapers and Extension Division News; annual narrative and statistical reports; carbon copies of articles for Extension Division News and 4-H Club Letter; records on phases of extension work; and scrap books with newspaper clippings on extension work, manuscripts of which have not been preserved. Filed by subject. (Frequently, official.) 9½ x 12 folders and envelopes, and 11 x 14½ scrap books, 2 ft. 9 in., in 4 drawers of steel filing case. R. 106 (Bldg. D). (319)

Extension Agronomist

451. ANNUAL REPORTS OF THE EXTENSION AGRONOMIST, 1927; 1931 - 1935. First section of report, a narrative with summary of work of department for year; illustrated by photographs and charts of different phases of work. Second section, statistical basis of first section. Entered chronologically. (Occasionally, official.) 9 x 11 vols. (5), and loose-leaf book, 6 in., in drawer of steel filing case. R. 405 (Bldg. A). (190)

452. GENERAL CORRESPONDENCE, 1929 - 1935. Of extension agronomist and assistants with staff, dist. and county agricultural extension agents, members of Virginia Crop Improvement Asso., and individuals; and monthly departmental statistical reports and expense accounts. Content listed on bundles. (Never.) 8½ x 11 bundles (18), 10 ft. 3 in., on 2 wooden shelves and on table. Dirty, torn, damaged by rodents, careless handling, and faulty containers. Attic, NW. (Bldg. A). (187)

453. MISCELLANEOUS FILES OF AGRICULTURAL ADJUSTMENT ADMINISTRATION RECORDS, 1935 to date. Correspondence of extension agronomist with staff, dist. and county agricultural extension agents, AAA officials, and non-Govt. persons, relative to wheat-rye program of AAA; estimated budgets for counties; expense accounts; letters of authorization for travel; general information on program; and Form 11, Register of Checks Issued in Cotton Adjustment, showing code nos. of state and county, serial no. of producer, producer's name, amount of check issued, serial no. of check, and date of payment. Records held for disposal pending authorization from Washington offices of AAA. Filed alphabetically by subject. (Occasionally, official.) 9 x 12 folders and loose papers, 4 ft., in 2 drawers of steel filing case. Soiled and worn. R. 405 (Bldg. A). (353)

454. CARD INDEX TO CORRESPONDENCE OF THE AGRONOMY DEPARTMENT, July 1935 to date. Name of correspondent and file no. Index covers entry 455. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 3 ft., in 3 drawers of card cabinet. R. 405 (Bldg. A). (188)

455. CORRESPONDENCE, July 1935 to date. Of extension agronomist and assistants with local staff, dist. and county agricultural agents, and non-Govt. persons on many phases of work of dept. Covered by index, entry 454. Filed numerically. (Frequently, official.) 9 x 12 folders, 14 ft., in 6 drawers of steel filing case and in transfer case. R. 405 (Bldg. A). (189)

Extension Dairyman

456. GENERAL FILE, 1921 - 1933. Correspondence of extension dairyman and several assistants with local Extension Service staff, members of VPI staff, dist. and county agricultural extension agents, and non-Govt. persons relative to aspects and problems of dairy work and related activities; also copies of mimeographed and circular letters received or sent by extension dairyman and his assistants, telegrams, printed and original illustrative material, mailing lists, and copies of expense accounts and monthly reports of extension dairyman and assistants. (Never.) 9 x 12 bundles and folders, 15 ft. 2 in., in pasteboard transfer case, on wooden shelf, and in pasteboard boxes (4). Brittle, dirty, torn, scattered, damaged by careless handling, and faulty containers. R. 101B (Bldg. C). (312)

457. ANNUAL REPORTS, Dec. 1923 - 1931. Copies of annual narrative and statistical reports of extension dairyman and assistants, to state agricultural extension director. Copy forwarded to Bureau of Dairy Industry, Washington, D. C. Filed chronologically. (Rarely, official.) 9 x 12 folders, 6 in., in wooden transfer case. Soiled and worn. R. 306A (Bldg. C). (314)

458. GENERAL FILES, 1931 to date. Correspondence of extension dairyman and dairy manufacturing specialist with local extension staff, county agricultural extension agents, and non-Govt. persons; also copies of travel vouchers, monthly statistical reports, telegrams, office copies of bulletins and circular letters, material used in articles and radio talks, correspondence relative to special project, records of better sires projects, copies of annual narrative and statistical reports, and plans of work. Filed alphabetically. (Frequently, official.) 9 x 12

folders, 5 ft., in 3 drawers of steel filing case. Older records soiled and worn. R. 306B (Bldg. C). (315)

459. DAIRY BULL REGISTRY FOR VIRGINIA, 1934 - 1936. Correspondence of extension dairyman with owners of bulls, relative to registry; and pedigree score cards and lists of proved dairy bulls in Va., showing parentage of animal, date of birth, and record and rating of animal in regard to various points. These are permanent records. Breeds included are: Ayrshire, Guernsey, Holstein, and Jersey. Filed alphabetically by name of owner, under name of county. (Frequently, official.) 9 x 12 folders, 3 ft. 4 in., in drawers of steel filing case. R. 306B (Bldg. C). (158)

Assistant Extension Dairyman

460. GENERAL FILE, July 1, 1933 to date. Correspondence of assistant extension dairyman with Extension staff, county agricultural extension agents, and dairymen on problems and phases of dairy work; also telegrams received and sent by staff members, copies of expense accounts, monthly reports, bulletins, and circular letters. Dairyman devotes only third of time to Extension Service work, greater portion of records of his work filed with records of extension dairyman and official tester. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Older records soiled and worn. R. 306C (Bldg. C). (313)

Assistant Extension Dairyman and Official Tester

461. APPLICATIONS, 1926 - 1934. To assistant extension dairyman and official tester for positions as herd testers in dept., with replies to applicants by extension officials. In some instances applications are on prescribed forms with personal data on applicant; notations on applications or letters record whether applicant was placed. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 6 in., in 2 cardboard letter files on steel filing case. Dirty and worn. R. 306A (Bldg. C). (257)

462. BARN BOOKS, YEARLY SUMMARIES OF HERD RECORDS, AND RECAPITULATION OF YEARLY SUMMARIES, Dec. 1927 to date. Form BDI 3, Barn Book, Nov. 1933 to date. Name and address of owner of each herd, name of each cow, average number of pounds of milk given each night and morning, total pounds of milk per day and month, percentage of butterfat, pounds of butterfat, price and value of product, amount of daily and monthly feeds, cost of feeding per month, total amount of grain ration, and improvements suggested; Form BDI 46, Yearly Summary, Dec. 1927 - May 1936. Description of each cow in herd, yearly production record, yearly record of food consumed, names and numbers of dams and sires of cows on test and of sires of cows in herd; copies of recapitulation for state, 1927 - 1935. Yearly totals, averages, and gross production; made by Bureau of Dairy Industry, Washington, D. C., and copies sent to this office. Active files of Barn Books and Yearly Summaries segregated: Drawer 1, Albermarle and Fauquier; Drawer 2, Fredericksburg and Loudoun; Drawer 3, Madison and Washington. Filed chronologically. (Frequently, official.) $9\frac{1}{2}$ x $10\frac{1}{2}$ envelopes, bundles, and forms and $15\frac{1}{2}$ x 17 recapit-

ulation sheets stitched to cardboard, 13 ft. 7 in., on 8 wooden shelves, recapitulation sheets hanging on side of bookcase. Soiled and worn. R. 306A (Bldg. C). (264)

463. ANNUAL REPORTS, 1929 - 1936. Of assistant extension dairyman and official tester to Dairy Herd Improvement Association relative to their herds. Total number of cows in herd, number culled from herd, cow years, breed, yearly milk production per cow, amount and cost of feed, pounds of milk to one pound of grain, average price per hundredweight of grain, and recommendation to association; also misc. statistical records, 1929 - 1932. Filed alphabetically by name of county. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 306A (Bldg. C). (263)

464. CORRESPONDENCE, 1929 to date. Of assistant extension dairyman and official tester with Extension Service staff, dist. and county agricultural extension agents, officials and members of Dairy Herd Improvement Association, and individuals on testing of herds of DHIA members and on other related business; also expense accounts and credit records of herds. Correspondence on testing of herds segregated under heading Advance Registry Correspondence. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. Dirty and older records worn. R.306A (Bldg. C). (258)

465. BARN BOOKS FOR HERD MILK RECORDS, 1930 - 1933. Form BDI 2. Name and address of owner, date, name of each cow, average number of pounds of milk given each night and morning, total pounds of milk per day and month, percentage and pounds of butterfat, price and value of product, daily and monthly feed amounts, cost of feeding per month, total grain ration, and improvements suggested. (Never.) 9½ x 10½ paper packages, 10 ft. 2 in., on wooden shelf and in pasteboard box. Dirty, torn, and scattered. R. 101B (Bldg. C). (259)

466. YEARLY RECORD CARDS OF HERDS, 1931 - 1935. Name, address, and association of owner; breed of cows, total number culled from herd, and total cow years, total pounds of milk and of butterfat and total value of product; total pounds of silage, hay and grain consumed; total pasture and grain costs; and average per cow. Cards mailed from Blacksburg to herd owners requesting information concerning herds. Information on cards used in making recommendations and plans. Filed alphabetically by name of county. (Frequently, official.) 4 x 6 cards, 1 ft. 2 in., in drawer of wooden card cabinet. R. 306A (Bldg. C). (254)

467. RECORDS OF TESTS MADE, 1931 to date. By official tester and assistants of herds of Dairy Herd Improvement Association. Name and address of owner, breed of cows, date of test, and yearly record of cow record sheets received by this office, with date of transmittal to Washington. Filed alphabetically by name of county. (Frequently, official.) 5 x 8 cards, 1 ft. 2 in., in drawer of wooden card cabinet. R. 306A (Bldg. C). (256)

468. ACCUMULATIVE HERD RECORD OF DAIRY HERD IMPROVEMENT ASSOCIATION, 1934. Name and address of owner and of each hand; association name, test year, breed of cattle in herd, and monthly data on number of

cows tested, total pounds of milk, total pounds of fat, total value of product by type and cost, total costs of herd, and total net value of products. New type of joint record of Extension Service and Dairy Herd Improvement Association. Record has not been brought up to date; will be done, if help becomes available. Arranged by name of county. (Occasionally, official.) 11¾ x 18 loose-leaf book, 3 in, on steel filing cabinet. R. 306A (Bldg. C). (255)

469. SUMMARY SHEETS OF MONTHLY PRODUCTION TOTALS, Jan. 1934 to date. Form E-230. County, date, name and address of tester, day of test, center day, names and addresses of herd owners, breed of cows, total number of cows, total number of dry cows, total milk and butterfat production, number of cows over forty pounds, number of cows sold for beef and dairy, number of cows and bulls bought, average pounds of milk and of fat per cow, total number of herds examined and association average. Filed chronologically. (Occasionally, official.) 9 x 11 sheets stitched together, 8 in., on wooden shelf. Soiled and worn. R. 306A (Bldg. C). (252)

470. RECORDS OF YEARLY LACTATION OF COWS AND RECORDS OF SIRES, Dec. 1934 to date. Lactation record. Name and no of cow, breed, birth date, date of first calving, name and address of owner, name and no. of dam and of sire, record of calving and of milk given. Record of bull. Name and no., birth date, name and no. of dam and of sire, lactation records of daughters of sire and of dams of daughters. Records of Guernsey, Holstein, and Jersey cows segregated according to breed. Filed alphabetically by name of owner, under name of county. (Frequently, official.) 9 x 12 folders, 4 ft. 10 in., in 3 drawers of steel filing case. R. 306A (Bldg. C). (253)

Assistant Extension Dairyman
in Charge of 4-H Club Dairy Work

471. CORRESPONDENCE AND MISCELLANEOUS RECORDS, 1933 - 1936. Correspondence of assistant extension dairyman in charge of 4-H Club Work with Extension Service staff, county agricultural extension agents, 4-H Club members, and individuals on phases of 4-H Club work; pedigrees of bulls and cows owned by 4-H Club members; office copies of bulletins and circular letters; original material for programs; copies of papers written for publication, copies of radio talks and dialogues, records of contests, judging contests, and awards. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 4 ft. 4 in., in 3 drawers of steel filing case. Older records soiled and worn. R. 306A (Bldg. C). (308)

Extension Horticulturist

472. CORRESPONDENCE, Jan. - Apr. 1918. Misc. correspondence of extension horticulturist, chiefly with individuals, requesting information on fruit growing and other subjects relative to work of dept. Filed alphabetically. (Never.) 9 x 11½ folders, 3 in., in cardboard letter file. Dirty and worn. Basement N. (Bldg. D). (351)

473. CORRESPONDENCE ON POMOLOGY, 1925 to date. Of horticulturist and assistants with members of Extension Service staff, dist. and coun-

ty agricultural extension agents, and individuals on problems arising in field of Pomology. Dept. plans to remove to storage room records prior to Jan. 1, 1936. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 13 ft. 6 in., in 7 drawers of steel filing cases. Scattered. R. 311 (Bldg. A). (350)

474. REPORTS AND MISCELLANEOUS FILES OF THE DEPARTMENT OF HORTICULTURE, 1928 to date. Annual and monthly narrative and statistical reports of work dept.; work plans; and misc. material including invoices, laboratory reports, extension meetings, price lists, photographic supplies, catalogues, radio talks, rodent control correspondence, soil analyses, plans of work for Five Year Program, mailing lists, production figures on apples, foreign market reports and related correspondence, correspondence and illustrative material relative to an irrigation project, correspondence relative to insecticides and poisons with invoices for purchases, and many other types of material. Records filed by subject; reports arranged chronologically. (Occasionally, official.) 8½ x 11 loose papers and 9 x 12 folders, 4 ft. 9 in., in 3 drawers of steel filing case. Soiled and worn. R. 311 (Bldg. A). (352)

Landscape Gardening Specialist

475. GENERAL FILES, 1922 to date. Correspondence of landscape gardening specialist with dist. and county home demonstration agents, Extension Service staff, and individuals on problems of landscape gardening; monthly narrative and statistical reports of specialist; itineraries; annual narrative and statistical reports of work accomplished by specialist during year, miles traveled, speeches and demonstrations given, gardens planned, meetings attended, and articles written for publication; also misc. papers by specialist including manuscripts of recommendations made and talks and demonstrations given and suggestions for landscaping, with illustrative material. Annual reports filed chronologically; other records filed by subject. (Frequently, official.) 9 x 12 folders and books and 10 x 14 envelopes, 9 ft., in 3 drawers of steel filing case and in pasteboard box; annual reports on table. R. 314 (Bldg. A). (322)

Assistant in Landscape Gardening

476. CORRESPONDENCE, 1928 - 1931. Of assistant landscape gardener with county agricultural extension agents, Extension Service staff, and non-Govt. persons on landscape gardening problems. Filed alphabetically. (Never.) 9 x 12 bundles, 1 ft., on wooden shelf. Torn, damaged by faulty containers, and bindings broken. Dark Room, 2nd floor (Bldg. A). (191)

Vegetable Gardening Specialist

477. ANNUAL REPORTS AND PLANS OF WORK, 1922 - 1935. Annual narrative and statistical reports, plans of work prepared by specialist and assistants, and monthly reports and expense accounts for year 1932. Filed chronologically. (Occasionally, official.) 9½ x 10¾ vols., and 9 x 12 folders, 2 ft., in drawer of steel filing case.

Dirty and worn. R. 311 (Bldg. A). (212)

478. GENERAL FILES, Jan. - Dec. 1929. Correspondence of specialist and assistants with local Extension Service, dist. and county agricultural extension agents, and non-Govt. persons in Va. on many phases of work of dept.; also copies of expense accounts of dept. members, copies of monthly reports of specialist and assistants, and msc. material on specialist's work. Filed alphabetically. (Never.) 9 x 12 folders, 1 ft. 8 in., in wooden box. Dirty, damaged by rodents and faulty containers. Dark Room, 2d floor (Bldg. A). (211)

479. CORRESPONDENCE, 1930 to date. Of specialist and assistants with dist. and county agricultural extension agents, state agricultural extension director, Extension Service staff, Washington officials, Virginia Truck Experiment Station staff, Norfolk, Va., and non-Govt persons on various problems of vegetable gardening. Also expense accounts and monthly statistical reports of departmental assistants. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 17 ft., in 6 drawers of steel filing case and on wooden shelf. Dirty and worn. R. 311 (Bldg. A). (181)

Extension Forestry Specialist

480. GENERAL FILES OF THE EXTENSION FORESTRY SPECIALIST, 1925 to date. Annual narrative and statistical reports (1925 - 1935); monthly statistical reports (1930 - 1936); programs to be sponsored by specialist (1926 - 1936); radio addresses of specialist; and correspondence of specialist with district and county staff officials and out-of-state organizations, state departmental heads, individuals, state forester, and Experiment Station staff on different phases of forestry work including forestry education, pulp wood projects, surveys, timber markets, tree diseases, and fire control; also original and printed illustrative material, circular letters, and bulletins. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 9 ft., in 3 drawers of steel and 2 drawers of wooden filing cases. Older records soiled and worn. R. 201 (Bldg. D). (184)

Extension Poultry Husbandman

481. GENERAL FILES, 1923 to date. Correspondence of husbandman with dist. and county agricultural extension agents, county home demonstration agents, local Extension Service staff, VPI staff, and non-Govt. persons (mostly poultrymen) on phases and problems of poultry raising; copies of monthly reports; expense accounts; annual narrative and statistical reports; plans of work; personnel files of dept. members; and lists of buyers of live and dressed chickens and turkeys, Farmer's Institute programs, 4-H Club programs and contests, lists of turkey growers, copies of articles prepared by husbandman and assistants for Extension Division News and radio programs, and records relative to turkey rations, diseases of poultry, and poultry judging teams. Filed alphabetically. (Frequently, official.) 9 x 12 folders and pamphlets, 7 ft. 4 in., in 4 drawers of steel filing case. Dirty and worn. R. 301 (Bldg. C). (206)

482. GENERAL FILES, 1924 - 1934. Correspondence of husbandman with

individuals on poultry raising, copies of expense accounts, and monthly reports of former assistant in extension service work. Content indicated on container. (Never.) 9 x 12 folders, 3 ft. 7 in., on wooden shelf and in pasteboard box. Dirty, torn, scattered, damaged by careless handling and faulty containers. R. 101B (Bldg. C). (207)

483. GENERAL FILES OF FARM FLOCK CALENDAR DEMONSTRATION PROJECT, 1931 - 1936. Monthly and annual summaries of work, mailing lists of members, work sheets, and correspondence of husbandman and assistants with persons cooperating in project. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1 ft. 9 in., in drawer of steel filing case. Dirty and worn. R. 301 (Bldg. C). (208)

Assistant Extension Poultry Specialist

484. GENERAL FILES, 1920 to date. Correspondence of assistant specialist with dist. and county agricultural extension agents, county home demonstration agents, Extension Service staff, VPI staff, and non-Govt. persons on problems of poultry raising; copies of weekly and monthly reports; expense accounts; and misc. material relative to work of assistant specialist. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 3 ft. 9 in., in 2 drawers of steel filing case. Dirty and worn. R. 301 (Bldg. C). (213)

485. GENERAL FILES, Jan. 1936 to date. Correspondence of assistant specialist with dist. and county agricultural extension agents, county home demonstration agents, Extension Service staff, and non-Govt. persons; office circular letters received and sent; and expense accounts and monthly reports. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 301C (Bldg. C). (214)

Department of Agricultural Economics
Extension Agricultural Economist

486. GENERAL FILES, 1924 - 1933. Correspondence of economist and assistants with local Extension Service staff; county agricultural, home demonstration, and dist. agents; and non-Govt. persons on problems of work of dept.; mimeographed circular letters; travel vouchers; expense accounts; reports; and misc. records. Content indicated on containers. (Never.) 9 x 12 and 10 x 13 bundles, and 8½ x 11 loose papers, 18 ft. 6 in., in 6 pasteboard boxes and bundle on pasteboard box. Dirty, scattered, and worn. Basement, N. (Bldg. D). (182)

487. GENERAL FILES, 1927 to date. Correspondence of economist and assistants with local Extension Service staff, local experiment station staff, VPI staff, dist. and county agricultural extension agents, and non-Govt. persons on problems of administration and procedure, and questions of agricultural economics; copies of radio talks prepared and delivered by dept. staff, copies of work plans, annual and monthly reports, dept. members' expense accounts, data on various subjects, invoices, and misc. records filed as "Farm Accounts" including suggested plans for farm account keeping, plans for buying and selling; mailing lists of members keeping farm accounts, and related correspondence with county agricultural extension agents and non-Govt. persons. Filed

alphabetically. (Frequently, official.) 9 x 12 folders, 10 ft. 4 in., in 6 drawers of steel filing case. Torn. R. 302 (Bldg. B). (199)

Farm Management Demonstrator

488. VIRGINIA FARM ACCOUNT BOOKS, 1933 - 1935. Form E208. Yearly inventory of equipment, land, buildings, livestock, and supplies, and record of cash, money to be collected, and debts, acreage and yield of each type of crop raised, livestock purchased and sold, feed bought, labor and other farm expenses, sources of income, summaries, estimates of produce used by family, farm business analysis, and memoranda. At end of year pamphlets returned to demonstrator who analyzes the accounts and makes recommendations to improve farm business conditions of individuals cooperating in program. Filed chronologically. (Rarely, official.) 9¼ x 11⅜ pamphlets, 4 ft., on floor. Dirty. 3d floor (Bldg. B). (324)

Assistant Extension Agricultural Economist

489. GENERAL FILES, 1931 to date. Correspondence of assistant economist with local Extension Service staff, county agricultural extension agents, and non-Govt. persons, copies of bulletins and circular letters received and sent by staff, copies of expense accounts, monthly and annual reports, and original, printed, and mimeographed data on phases of work of staff, principally on marketing, soil conservation, and soil conservation program. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 12 ft., in 6 drawers of steel filing case. Dirty and worn. R. 303 (Bldg. B). (198)

Associate Extension Agricultural Economist

490. CARD RECORDS, 1925 to date. Name of association and officials, also date and type of organization. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 1 ft., in drawer of wooden card cabinet. R. 302 (Bldg. B). (202)

491. COOPERATIVE MARKETING RECORDS, 1925 to date. Certificates of incorporation, charters and plans, and yearly balance sheets of various associations, articles of amendment, statistical and financial data on cooperative marketing, material on marketing, records of cooperative marketing conferences, bulletins and circular letters relative to work, and correspondence of associate economist chiefly with members and officers of associations on cooperative marketing. Assisted by Extension Service, producers of almost every type of farm product have organized cooperative marketing associations. Filed alphabetically by subject. (Frequently, official.) 9 x 12 folders, 7 ft. 2 in., in 4 drawers of steel filing case. Older records soiled and worn. R. 302 (Bldg. B). (201)

492. GENERAL FILES, 1930 to date. Mimeographed bulletins and circular letters of associate economist to members of associations; charters, by-laws, and certificates of incorporation of cooperative marketing association; material for and copies of lectures given on different topics pertaining to cooperative marketing; records of

audits of books of associations; statewide price lists of products; mailing lists of members and statements of indebtedness of associations; monthly financial statements; and reference and statistical data on every type of cooperative marketing. Same types of material for rural electrification cooperative associations and terracing and soil conservation cooperative associations. Also correspondence of associate economist in charge of cooperative marketing with local Extension Service staff, county agricultural extension agents, and officials and members of cooperative associations including those selling eggs and poultry, dairy products, and fruits and vegetables, with auditors and concerns auditing records of association, and with non-Govt. persons on aspects and problems of cooperative marketing. Filed alphabetically by subject. (Frequently, official.) 9 x 12 folders, 26 ft., in 13 drawers of steel filing cases. Dirty and worn. R. 303 (Bldg. B). (200)

Extension Agricultural Specialist

493. AGRICULTURAL ADJUSTMENT ADMINISTRATION RESEARCH FILES, 1933 - 1935. Census of farms and farmers by county, total acreage per county, crops raised and acreage per crop, mimeographed circular letters and bulletins, and msc. material relative to work of agricultural economist cooperating with AAA. Filed alphabetically by subject. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Worn. R. 302 (Bldg. B). (185)

494. FARM CREDIT ADMINISTRATION RECORDS, Nov. 1933 - Apr. 1934. Correspondence of economist and special investigator with officials of Farm Credit Administration; reports of special investigator to Federal Land Bank in Baltimore. Information on farmers requesting loans and on their farms; copies of travel vouchers and expense accounts; and advices of allotment. Originated through activities of extension agricultural economist when on leave from Extension Service for special work with Farm Credit Administration. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 302 (Bldg. B). (186)

Division of Rural Sociology
Extension Rural Sociologist and Community Organization Specialist

495. GENERAL FILES OF EXTENSION RURAL SOCIOLOGIST, 1923 to date. General correspondence of sociologist; copies of bulletins and circular letters of office of sociologist; msc. material relative to work of sociologist, including reports of all types; material used in programs; plans of work for Dept.; material for compiling reports; publicity releases; expense accounts and travel allowances; October Youth Conference questionnaires; Rural Church Conference Board and Youth Program records including membership lists, minutes of meetings, enrollments, suggestions, program plans, plans of work, and related correspondence; records of Shenandoah Park Project relative to resettlement and rehabilitation of families moved from Shenandoah National Park when land was acquired by Govt.; msc. records including correspondence on Russell Sage Foundation, programs in rural sociology in other states, plans for rural sociology extension work in Va. and other states, and statistical results of rural sociology extension work; correspondence of sociologist

with county agricultural extension agents and county home demonstration agents; unemployment questionnaires and related correspondence with relief directors of ERA in various localities on unemployed farmers within jurisdiction of directors; FERA research material; correspondence of sociologist with various AAA officials on first cotton program of AAA, with telegrams, expense accounts, and notices of acceptance in cotton adjustment programs; material on standard community organizations, including reports of statistical nature of work done by committees of interested citizens in various counties; excerpts from annual reports of county agricultural extension agents used by extension rural sociologist in his annual reports, with related correspondence; and applications for employment in Dept. of Rural Sociology with related correspondence. Filed by subject. (Frequently, official.) 9 x 12 folders and envelopes and 8½ x 11 loose papers, 24 ft., in 11 drawers of steel filing cases and 8 pasteboard letter files. R. 205 (Bldg. D). (204)

496. MISCELLANEOUS RECORDS OF A SURVEY MADE BY THE DEPARTMENT OF RURAL SOCIOLOGY, 1929. Information from white and Negro farmers and families on housing conditions, sanitation, travel facilities, churches, schools, and farm problems. Content listed on containers. (Never.) 9 x 12 folders and 8½ x 11 loose sheets, 8 ft., in 3 pasteboard boxes. Dirty, scattered, worn, and damaged by water. Basement, N. (Bldg. D). (183)

497. GENERAL FILES OF THE PROGRAM PLANNING AND GROUP DISCUSSION PROJECTS, 1930 to date. Correspondence of supervisory heads of projects in Blacksburg with units in state and individuals; originals and copies of county graphs showing trends in agricultural life and activities; original and mimeographed copies of sheets recording trends in farm life, such as crops raised and marketing arrangements 1880 - 1935; wall charts, data, questionnaires, and check sheets relative to program planning and group discussion projects; county tabulation sheets recording trends in rural population, number of farms, number of acres in cultivation, crops raised, value of crops, and other information used by extension rural sociologist in summaries and recommendations; pay rolls for WPA research workers employed on projects; lists of equipment; progress and statistical reports; misc. data on various subjects including state road system by county; original data sheets showing county farming trends, percentages of different types of farming in different counties, income by county, percentages of various types of farms, and types of farming by commodities and income group; census tabulations 1930 - 1935; census data 1930; background data; record of material sent to county agricultural extension agent; and key sheets. Filed by subject under name of county. (Frequently, official.) 9 x 12 folders and 16 x 24 loose sheets, 16 ft. 3 in., in 8 drawers of steel filing cases and in desk drawer. Soiled and worn. R. 203 (Bldg. D). (203)

498. GENERAL FILES OF THE PROGRAM PLANNING AND GROUP DISCUSSION PROJECTS, AND SOIL CONSERVATION PROGRAM, 1935 to date. Correspondence of extension rural sociologist with dist. and county agricultural extension agents, dist. and county home demonstration agents, Extension Service staff, and individuals, relative to program planning and group discussion projects sponsored by sociologist, and to conservation program of AAA; also related publicity and press releases, bulletins,

memoranda, and mimeographed circular letters. Arranged alphabetically. (Frequently, official.) 9 x 12 folders, 3 ft. 6 in., in 2 drawers of steel filing case. R. 204 (Bldg. D). (205)

Department of Agricultural Engineering
Agricultural Engineer

499. GENERAL FILES, 1917 - 1928. Correspondence of engineer and assistants with county extension agents, Extension Service staff, and non-Govt. persons, relative to administrative problems, planning of various types of farm buildings, problems of drainage, electrification, and soil erosion. Also mimeographed and circular letters, bulletins, catalogues, bills of lading issued by railroads and truck lines, receipts, requisitions, expense accounts, and travel vouchers. Filed alphabetically. (Never.) 9 x 12 folders and 8½ x 11 bundles, 25 ft. 11 in., in 3 wooden transfer cases and 10 wooden boxes. Dirty, torn, and worn. Basement, N. (Bldg. D). (260)

Extension Agricultural Engineer

500. REPORTS, PLANS OF WORK, ITINERARIES, AND EXPENSE ACCOUNTS, 1914 - 1936. Annual narrative and statistical reports of Dept. of Agricultural Engineering. Work of extension agricultural engineer and assistants during year, pictures and charts illustrating certain features of work; work plans outlining dept. program for coming year; monthly reports of work of each staff member in dept. and copy of general monthly report of dept.; weekly narrative and statistical reports; itineraries planned by staff members for field trips; copies of expense accounts of dept. members who travel; time sheets for employees; and copies of reports made to agricultural engineer by field representatives of Appalachian Electric Power Co., relative to use of electrical equipment on farms. Filed chronologically. (Occasionally, official.) 8½ x 11 loose-leaf books, 8½ x 11 vols. and 9 x 12 folders, 3 ft. 10 in., in 11 cardboard letter files. Soiled and worn. R. 307 (Bldg. D). (196)

501. MISCELLANEOUS CORRESPONDENCE, 1919 - 1926; 1930 - 1931. Of engineer with agricultural colleges in other states; applications for positions on rural electrification, farm power, farm building, and farm machinery research projects; and correspondence relative to five-year program for improving farm buildings, and draining and preventing erosion in rural sections of Va. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 1 ft. 3 in., in 4 cardboard letter files. Soiled and worn. R. 307 (Bldg. D). (195)

502. GENERAL FILES, 1920 to date. Correspondence of engineer and assistants with local members of Extension Service staff, dist. and county agricultural extension agents, members of experiment station staff, American Society of Agricultural Engineers, Extension Service staff members and experiment station employees in other states, and individuals relative to work of engineer; mimeographed and circular letters received or sent out by this office; correspondence of rural electrification projects, farm development projects, McCormick Celebration, TVA, soil erosion project, and George Washington Centennial Celebration; copies of monthly statistical reports covering work of dept.;

manuscripts of newspaper articles and radio talks; copies of expense accounts of engineer and assistants; copies of requisitions for supplies, purchase orders, bills of lading, and bills for purchases made by dept.; and maps and illustrative material used in carrying out dept. program. Filed alphabetically. (Frequently, official.) 5 x 8 and 8½ x 11 loose papers and 9 x 12 folders, 27 ft. 6 in., in 14 drawers of steel filing case and 2 cardboard letter files. Older records soiled and worn. R. 306 (Bldg. D). (197)

Drafting and Blueprinting Section

503. TRACINGS, 1920 - 1936. Of plans for types of farm buildings and drainage systems. Drawn up by members in Dept. of Agricultural Engineering. Filed by code letter. (Frequently, official.) 9 x 11½ and 18 x 23 loose sheets, 5 ft., in 20 drawers of wooden cabinets. R. 304 (Bldg. D). (332)

504. CORRESPONDENCE, 1936. With county agricultural extension agents relative to drainage, soil erosion, construction of farm buildings, and problems of agricultural engineering. Filed alphabetically by county. (Occasionally, official.) 9 x 12 folders, 9 in., in drawer of steel filing case. R. 303 (Bldg. D). (194)

Assistant Extension Agricultural Engineer in Charge of Rural Electrification

505. RURAL ELECTRIFICATION CORRESPONDENCE AND MISCELLANEOUS MATERIAL, 1928 - 1936. Correspondence with county agricultural extension agents and individuals relative to rural electrification appointments, works, and projects; also press releases, copies of radio talks, copies of bulletins and circular letters, and reports from electric power companies. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 3 ft. 6 in., in 2 drawers of steel filing case. Dirty and worn. R. 303 (Bldg. D). (330)

Assistant Extension Agricultural Engineer and Soil Conservation Specialist

506. CORRESPONDENCE, 1935 - 1936. With county agricultural extension agents on problems and treatment of soil erosion; also correspondence on making and confirming appointments for specialist while traveling officially. Assistant extension agricultural engineer who is also soil conservation specialist acts as coordinator between Dept. of Agricultural Engineering and SCS in related work. Filed alphabetically by name of county. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 303 (Bldg. D). (325)

Department of Animal Husbandry

Animal Husbandman

507. MISCELLANEOUS CORRESPONDENCE OF THE ANIMAL HUSBANDMAN, STATE HOME DEMONSTRATION AGENT, AND STATE AGRICULTURAL EXTENSION DIRECTOR, 1914; 1917 - 1922. Correspondence of animal husbandman with county agricultural extension agents, local Extension Service staff, and

individuals on work of Animal Husbandry Dept.; small amount of correspondence of state home demonstration agent; and group of telegrams received by director. Filed by subject. (Never.) 9 x 12 folders, 3 ft. 9 in., in wooden transfer case and pasteboard box. Dirty and scattered. Basement, N. (Bldg. D). (286)

Extension Animal Husbandman

508. GENERAL FILES, 1920 to date. Correspondence of animal husbandman and assistants with local Extension Service staff, dist. and county agricultural extension agents, and individuals; bulletins and circular letters received, and copies of bulletins and circular letters issued by this office; expense accounts of various employees; copies of monthly statistical reports; copies of plans of work outlining program sponsored by dept. during coming year; reports made to director, and livestock market reports. Filed chronologically. (Frequently, official.) 8½ x 11⅓ loose-leaf books and 9 x 12 folders, 17 ft. 6 in., in 8 drawers of steel filing cases and on shelf in bookcase. R. 210 (Bldg. A). (349)

509. GENERAL FILES OF BETTER SIRES PROJECT AND VIRGINIA PUREBRED SHEEP BREEDERS' ASSOCIATION, 1925 - 1934. Correspondence of animal husbandman on Better Sires Project (1926 - 1931); records of farmers' replacements of sires; registers of farmers entering contests sponsored by project; descriptive material on project; bulletins issued by animal husbandman; card records of cooperators in Better Sires Project (1925), with name and address of livestock breeder, number and breed of females, and number and breed of males; misc. material on Virginia Purebred Sheep Breeders' Association (1932 - 1934) including correspondence of animal husbandman with members of association and others relative to work; office copies of circular mimeographed letters, lists of officers and members of association, applications of members for flock inspection, reports of work, and receipts for expenses incurred in work; and general files (1925 - 1934) on ram sales including printed announcements and advertisements of sales, reports of sales, record of registrations, marked copy of sale list, receipts from sales, deposit slips, check books, freight bills, and correspondence of animal husbandman and assistants with county agricultural extension agents and individuals relative to sales. Filed by subject. (Occasionally, official.) 9 x 12 folders and 3 x 5 cards, 6 ft. 9 in., in 4 drawers of wooden card cabinets and 11 cardboard letter files in bookcase. R. 210 (Bldg. A). (333)

510. TRANSFERRED RECORDS, 1926 - 1928; 1931. Correspondence of animal husbandman and assistants with local Extension Service staff, dist. and county agricultural extension agents, and individuals on phases of work of dept.; copies of articles for publication; expense accounts; and monthly reports for members of dept. Filed by subject. (Never.) 9 x 12 folders, 3 ft. 2 in., on wooden shelf. Dirty. R. 205 (Bldg. A). (334)

511. REGISTER OF CHECKS ISSUED IN CORN- HOG ADJUSTMENT PROGRAM OF THE AGRICULTURAL ADJUSTMENT ADMINISTRATION, 1935 - 1936. Carbon copies

of form 11. Serial nos. of state and county, serial no. and name of person receiving check, and no. and amount of check. Filed chronologically. (Rarely, official.) 7 x 11 loose papers, 1 ft., on shelf in bookcase. Scattered and soiled. R. 210 (Bldg. A). (288)

Assistant Extension Animal Husbandman

512. GENERAL FILES, 1934 - 1936. Correspondence of animal husbandman with dist. and county agricultural extension agents, Extension Service staff, and individuals; copies of monthly reports, expense accounts, manuscripts of radio talks, newspaper articles, and circular letters. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft. 4 in., in 2 drawers of wooden filing case. R. 209 (Bldg. A). (287)

Division of Animal Pathology
Assistant Extension Animal Pathologist

513. GENERAL FILES, 1929 - 1930; 1932 to date. Correspondence with local Extension Service staff, dist. and county agricultural extension agents, and individuals on diseases of livestock; copies of expense accounts of assistant pathologist; and material for articles and talks. Filed alphabetically. (Occasionally, official.) 9 x 12 folders and 11½ x 13 bundles, 3 ft. 3 in., in 2 drawers of steel filing case and on shelf in wooden cabinet. Worn. R. 305 (Bldg. A). (336)

514. RECORDS, June 11, 1930 - Jan. 1934. Of diagnoses and autopsies on animals and birds sent to assistant animal pathologist to determine cause of death or the disease from which animal or bird is suffering. Date, accession no., name of person requesting autopsy or diagnosis, condition of animal at time of reception, tentative diagnosis, case history, symptoms, lesions, diagnosis, initials of person performing autopsy, and date. Filed chronologically. (Rarely, official.) 5 x 8 cards, 1 ft. 6 in., in drawer of steel card cabinet. R. 305 (Bldg. A). (337)

Division of Plant Pathology
Extension Plant Pathologist

515. GENERAL FILES, 1922 to date. Correspondence with local Extension Service staff, dist. and county agricultural extension agents, and individuals, on duties of dept.; copies of monthly statistical reports; travel accounts; manuscripts of radio talks given by pathologist; plans of work; annual reports; articles on plant diseases, barberry eradication and control; sweet potato storage disease data, and records of survey of sweet potato diseases and of field surveys of corn and tobacco. Filed by subject. (Frequently, official.) 9 x 12 folders, 4 ft. 6 in., in 3 drawers of steel filing case. Worn. R. 408 (Bldg. A). (331)

District Home Demonstration Agent

516. GENERAL FILES, Dec. 1926 to date. Monthly and quarterly statistical reports, annual narrative and statistical reports, misc. reports (1926 - 1929), expense accounts (Dec. 1, 1926 - Nov. 30, 1927), and correspondence of dist. agent. Filed by subject. (Frequently, of-

ficial.) 9 x 12 folders, 4 ft. 6 in., in 2 drawers of steel filing case and 2 cardboard letter files on table. Older records worn. R. 208 (Bldg. D). (242)

Clothing Specialist

517. GENERAL FILES, 1929 to date. Correspondence of clothing specialist with Extension Service staff, dist. and county home demonstration agents, and individuals relative to duties of specialist; annual narrative and statistical reports to director and state agent; copies of monthly statistical reports; expense accounts; plans of work; demonstration aids and hints; and many types of illustrative material to aid specialist in performing duties. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 3 ft. 9 in., in 2 drawers of steel filing case. R. 208 (Bldg. D). (316)

Food Specialist

518. GENERAL FILES, 1923 - 1928; 1931 - 1934. Correspondence with Extension Service staff and individuals; bulletins and circular letters; copies of travel accounts and vouchers; copies of reports to director and state home demonstration agent; and illustrative material. Filed alphabetically. (Occasionally, official.) 9 x 12 folders and 13 x 20 bundle, 3 ft. 4 in., in wooden transfer case and bundle on transfer case. Dirty. Basement, N. (Bldg. D). (320)

519. GENERAL FILES, 1930 to date. Correspondence with Extension Service staff, dist. and county home demonstration agents, and individuals; narrative and statistical reports; illustrative material; budgets for contests planned by specialists; programs and procedures for contests; and suggestions to county home demonstration agents. Much illustrative material in printed bulletins, advertisements for foodstuffs, and magazine articles preserved by specialist for number of years. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 6 ft., in 3 drawers of steel filing case. Older papers worn. R. 207 (Bldg. D). (321)

Home Improvement Specialist

520. GENERAL FILES, 1923 to date. Correspondence of home improvement specialist with Extension Service staff, dist. and county home demonstration agents, and individuals; achievement day programs, reports on contests and fair exhibits, records of state meetings, and annual narrative and statistical reports to director and state home demonstration agent. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 4 ft., in drawer of steel filing case. Older papers worn. R. 207 (Bldg. D). (335)

521. GENERAL CORRESPONDENCE AND MISCELLANEOUS RECORDS, 1929 - 1933. Correspondence of home improvement specialist, with dist. and county home demonstration agents and individuals; bulletins and circular letters issued by office of specialist; expense accounts; and copies of monthly statistical reports of specialist. Filed chronologically. (Never.) 9 x 12 folders, 4 ft., in 2 wooden transfer cases. Dirty and

worn. Basement, N. (Bldg. D). (329)

4-H Club Department

522. MISCELLANEOUS RECORDS, 1918 - 1932. Of joint activities of boys' and girls' clubs. Expense accounts and travel allowance of members of dept., material and records on short courses at Blacksburg in 4-H Club work, statistical reports and records of poultry work sponsored by dept., receipted bills for expenditures made in carrying out programs, records and minutes of national conferences of 4-H clubs at Camp Vail, and records of fairs at which club members entered exhibits. Filed alphabetically. (Never.) 9 x 12 folders, 8 x 13 bundles, and 5 x 8 papers, 6 ft. 9 in., on wooden shelf, in 2 pasteboard boxes and 13 cardboard letter files. Worn. Basement, 4-H Club Storage Room (Bldg. D). (216)

523. ENROLLMENT RECORDS AND REPORTS FOR NEGRO BOYS' AND GIRLS' CLUBS, 1922 - 1930. Enrollment records of Negro boys' and girls' clubs sponsored by dept. Number of boys and girls in clubs in each county, and types of activities in which each club engages; and statistical reports on raising and marketing of crops and livestock, and other activities. Filed alphabetically by name of county. (Never.) 9 x 12 folders, 3 ft., in 12 cardboard letter files. Worn. Basement, 4-H Club Storage Room (Bldg. D). (215)

State Boys' Club Agent

524. GENERAL FILES OF STATE BOYS' CLUB AGENT, 1909 to date. Annual narrative and statistical reports of boys' club work; project outlines and plans; records of conferences; enrollment records; National Camp records; lists of and comments on outstanding club members; publicity material; lists of scholarships awarded to 4-H Club members; records of short courses; misc. records of All Stars Club including recommendations for membership accepted and rejected, constitution and by-laws, future plans, conferences, and enrollment; pictures illustrating various phases of club work; results of contests held at state fair; monthly statistical reports of boys' club work; and correspondence of state boys' club agent with dist. and county agricultural extension agents, local Extension Service staff, and individuals. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 9½ x 11 loose-leaf books (7), and 9½ x 11½ envelopes, 20 ft. 6 in., in 10 drawers of steel filing cases and 4 vols. on steel filing case. Older records soiled and worn. R. 209-11 (Bldg. D). (251)

525. ENROLLMENT RECORDS AND REPORTS OF BOYS' CLUB WORK, 1917 - 1930. Enrollment records listing number of boys enrolled in 4-H clubs in each county and types of activities in which each club engages; also statistical reports on each club activity such as raising and marketing of crops and livestock. Activity reports filed alphabetically by type of activity; enrollment records alphabetically by county. (Never.) 9 x 12 folders, 8 ft. 3 in., in 35 cardboard letter files on shelf. Worn. Basement, 4-H Club Storage Room (Bldg. D). (248)

526. MISCELLANEOUS RECORDS, July 1917 - Aug. 1918. Letters of authorization, receipts for bills paid by dept., correspondence of state boys' club agent with interested individuals; and weekly statistical reports on Negro women in connection with home demonstration obviously in wrong file. Filed by subject. (Never.) 9 x 12 folders and 8½ x 11 loose papers, 1 ft. 5 in., in wooden transfer case. Dirty, scattered, and worn. Basement, N. (Bldg. D). (247)

527. CORRESPONDENCE, May 1920 - Dec. 1922. Of state boys' club agent and assistants with county agricultural agents, director, Extension Service dept. heads, and individuals on activities of boys' 4-H clubs. See entry 528. Filed alphabetically. (Never.) 9 x 12 folders, 4 ft., in 3 wooden transfer cases. Dirty and worn. Basement, N. (Bldg. D). (250)

528. CORRESPONDENCE AND ENROLLMENT RECORDS, 1923 - 1932. Of state boys' club agent and assistants with county agricultural agents, director, Extension Service dept. heads, and individuals, on various activities of boys' 4-H clubs; also enrollment records from various counties in which boys' clubs are active with types of activities carried on. See entry 527. Filed alphabetically. (Never.) 9 x 12 folders and pockets, 13 ft., in wooden boxes (3) and pasteboard boxes (5). Dirty, worn, and damaged by vermin and rodents. Basement, 4-H Club Storage Room (Bldg. D) (249)

State Girls' Club Agent

529. CORRESPONDENCE, Jan. 1919 - Dec. 1923. Of state girls' club agent and assistants with county home demonstration agents, dist. home demonstration agents, Extension Service dept. heads, and individuals on all phases of girls' club work in Va. Related to entry 532. Filed alphabetically. (Never.) 9 x 12 folders, 3 ft. 4 in., in pasteboard box and 2 wooden transfer cases. Dirty, torn, worn, damaged by vermin and rodents. Basement, N. (Bldg. D). (245)

530. GENERAL FILES, 1919 to date. Correspondence of state girls' club agent with local Extension Service staff, dist. and county home demonstration agents, and non-Govt. persons on activities of girls' clubs; records of annual meetings of county agents; annual narrative and statistical reports of state girls' club agent; records of contests; minutes and plans of club councils; enrollment records; expense accounts; plans for exhibits at annual state fair; club work and short course plans and records; score charts of persons entered in contests; statistical reports of short courses; weekly reports of activities of various girls' clubs from county home demonstration agents; and copies of bulletins and circular letters from office of state girls' club agent. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 16 ft. 4 in., in drawers of steel filing cases. Older papers soiled and worn. R. 209-11 (Bldg. D). (243)

531. MISCELLANEOUS RECORDS, 1920 - 1922; 1924 - 1926; 1929. Annual statistical reports of girls' club activities from county home demonstration agents. Activities sponsored, number of girls enrolled in clubs and in each activity, and work performed by each girl; plans of

work; records of awards and prizes; program plans; and illustrative material including stories. Activities sponsored by girls' clubs include poultry raising and marketing, cooking, bread making, gardening, sewing, and room improvement. Filed alphabetically. (Never.) 9 x 12 folders, 5 ft. 1 in., in pasteboard box and 15 pasteboard letter files on shelves. Dirty and damaged by vermin. Basement, 4-H Club Storage Room (Bldg. D). (244)

532. CORRESPONDENCE, 1924 - 1926; 1928 - 1931. Of state girls' club agent with county home demonstration agents, Extension Service dept. heads, and non-Govt. persons on all phases of girls' work in Va. Related to entry 529. Filed alphabetically. (Never.) 9 x 12 folders, 6 ft. 3 in., in wooden box (1) and pasteboard boxes (3). Dirty and damaged by rodents. Basement, 4-H Club Storage Room (Bldg. D) (246)

THE FOREST SERVICE

OTHELLO

INTRODUCTION

The act of Congress approved March 1, 1911, known as the Weeks Law, created a National Forest Reservation Commission, and authorized the acquisition of lands along the watersheds of navigable rivers. The purpose of the bill was "to secure the maintenance of a perpetual growth of forest on the watersheds of navigable streams where such growth will materially aid in preventing floods, in reducing the periods of low water, in preventing erosion of steep slopes, and the silting up of the river channels, and improve the conditions for navigation."

The responsibility of examining, locating, and recommending to the commission lands for purchase was assigned to the Secretary of Agriculture, but the Secretary was not authorized to purchase lands until they were approved for purchase, and the price fixed, by the commission. The duty of examining the titles to lands acquired by the Department of Agriculture to be administered as national forests was assigned to the Office of the Solicitor in Washington, and until the business of abstracting the titles was turned over to the Forest Service it was customary for the Solicitor to establish a title attorney's office in proximity to an area where the Forest Service was actively engaged in acquiring lands under the provisions of the Weeks Law of 1911. On this basis the title attorney's office in the past has been located at Woodstock, Harrisonburg, and Roanoke, Virginia, and other points. When large areas were being acquired in any one county, a temporary office was established at the county seat. In 1935 the Mountain Lake Purchase Unit, now the Jefferson National Forest, was established to handle the abstracting load in southwest Virginia, title attorneys were assigned, and the Roanoke office was established. The records of the office which was at Roanoke are listed in this inventory under the Office of the Solicitor.

The acquisition of land under the Weeks Law was begun in northern Virginia as far back as 1911 just after the law became effective. There were first "Purchase Units" as is customary under U. S. Forest Service procedure; later the Shenandoah National Forest and the Natural Bridge National Forest were established. Then later the George Washington National Forest was evolved, consisting of what has been called the Shenandoah and Natural Bridge forests. Later still, the Jefferson National Forest composed of all the national forest land south of the James River and U. S. Route 60 was established. Both national forests lie almost entirely in Virginia. The southern boundaries of two of the three divisions of the George Washington National Forest touch the northern boundaries of two of the four divisions of the Jefferson National Forest, and if the two forests are considered as a unit, Virginia may be said to have a continuous national forest in mountain

ranges which extend the entire length of the western part of the state.

The northwest and largest division of the George Washington National Forest starts in Frederick County whose northern boundary forms in part the northern boundary of Virginia. This division continues in a southwesterly direction to Alleghany Station in Alleghany County. It does not cross the state line at this point although it runs not far from White Sulphur Springs, West Virginia. Probably no wider than three miles near Winchester, Frederick County, it widens in Shenandoah County to a-about five miles; but at the Shenandoah-Rockingham line it narrows again to about two miles. Here it begins to broaden until in Rockingham, Augusta, and Highland counties it is sometimes from ten to fifteen miles wide. South of Highland and Augusta counties it embraces all of Bath County and part of Rockbridge County, and in some places widens to about thirty miles. From northeast Bath County it shoots back abruptly north through Highland County in a strip less than five miles broad to the West Virginia line where it forms three sides of a hollow square. In northern Alleghany County immediately south of Bath County it is over fifteen miles wide; but at the southern end of the county it narrows again to less than five miles. From Shenandoah and Rockingham counties it extends in two narrow strips into West Virginia. Included within the boundaries of this largest section are Goshen Pass and the Warm Springs Valley. Clifton Forge, an important railroad center, marks the farthest western point of the lower end of this division.

The northeast division lies immediately east of Staunton, Lexington, and Natural Bridge, and parallel to the northwest division. It extends from Waynesboro in Augusta County southeast to the James River, and for more than ten miles follows the north bank of the river which marks the Amherst-Bedford County dividing line. During its whole length it is from ten to fifteen miles wide. This division from north to south includes part of Augusta County, part of Rockbridge, part of Nelson County, and part of Amherst. The scenery from Amherst along U. S. Route 60 which crosses fifteen miles of mountains to Buena Vista at the southwest boundary is among the most spectacular in the state. At the peak of the route the broken Blue Ridge stands out sharp against the western evening sky like the sharp pointed black cones of titanic Mexican hats.

The third or Massanutten division is parallel to the northeast boundary of the northwestern division. It is a narrow strip never over eight miles wide extending forty or forty-five miles south of Strasburg in Shenandoah County to Montevideo in Rockingham County. It embraces parts of Warren, Page, and Rockingham counties, and thus includes the huge oblong Massanutten Mountain which splits the northern valley.

By preserving oak, pine, chestnut, eastern hemlock, yellow poplar, and other species of trees the George Washington National Forest protects the headwaters of the Shenandoah, James, and Potomac rivers. With in its bounds the Government has built roads and trails, stocked rivers with fish, opened camping grounds free to the public, and set aside several thousand acres as a game preserve. State laws govern hunting and fishing within the forest. From the George Washington National Forest Ranger District Headquarters at Bridgewater, Rockingham County, Buena Vista, Rockbridge County, and Staunton, Augusta County, Federal rangers go out to patrol the forest.

The Jefferson National Forest was proclaimed by the President on April 21, 1936. It comprises forest lands originally known as the Unaka National Forest, the Clinch Purchase Unit, and the Mountain Lake Purchase Unit, and land sliced from the George Washington National Forest. The Unaka

Forest was one of the first forest tracts to be acquired after the Weeks Law was passed in 1911; the Clinch Purchase Unit was established in 1934 for the acquisition of lands on the watershed of the Clinch River in Lee, Scott, and Wise counties; the Mountain Lake Purchase Unit was formed in 1935 in order that the United States Government might control forest lands above the upper James and New rivers in Alleghany, Bland, Botetourt, Craig, Giles, Montgomery, Pulaski, Roanoke, Rockbridge, Russell, Smyth, Taxewell, and Wythe counties. The forest is now divided into four unconnected divisions. Extending from Alleghany Station in the west almost to Rockbridge Baths in the east, the western division continues southwest to mid-Russell County and to mid-Washington County in which lies Abingdon, and it ends about twenty miles above the Virginia-Tennessee line. Down through parts of Alleghany, Rockbridge, and Botetourt counties, through Craig and Giles counties, and through parts of Montgomery and Pulaski counties it runs and spreads crosswise from fifteen to twenty miles. In Bland and in parts of Wythe and Tazewell counties, it is sometimes over twenty miles wide. But in southern Bland, Wythe, and Tazewell and in Russell, Smyth, and Washington counties it narrows until it is only about five miles wide. In this western section are Mountain Lake and the spectacular valley of the New River whose waters divide the watershed in Virginia, and empty ultimately into the Mississippi and the Gulf of Mexico. The Virginia rivers north of the New River flow towards the Atlantic Ocean.

The southern division of the forest parallels part of the western division. Narrow at the top it embraces Tazewell and Russell counties, runs through Wise County, broadens below Wise so that it includes parts of Scott and Lee counties, and ends at the Kentucky-Virginia boundary. From Wise County it enters Kentucky, and mounts northeastward in a narrow strip to the Breaks of the Sandy River. The third division begins in Carroll County on the eastern slopes of the Blue Ridge Mountains and extends southwest through parts of Wythe, Grayson, Smyth, and Washington counties to the North Carolina border. From Pennsylvania the Appalachian Mountains increase gradually in altitude as they proceed south until they reach their maximum in Mount Mitchell, North Carolina, the highest peak east of the Rockies. In the southwestern division of the Jefferson National Forest is Mount Rogers whose peak, 5,719 feet, is the second highest mountain peak east of the Rockies.

The northern and fourth division of the forest was originally part of the George Washington National Forest. Starting at Glasgow in Rockbridge County, it touches the George Washington National Forest for about five miles to the southeast. On its southwestern side it embraces Botetourt County and Bedford County to Patterson's Mill. From five to ten miles wide, it includes the Peaks of Otter which tower above the valley of the James near Lynchburg. The Jefferson National Forest is subdivided into four ranger districts whose headquarters are located at Natural Bridge Station, Rockbridge County; New Castle, Craig County, Marion, Smyth County, and Norton, Wise County.

Together the two national forests cover 1,290,071 acres in Virginia. According to the forest supervisor of George Washington National Forest in a communication in March 1941 to the Historical Records Survey of Virginia, the "counties in which the Government owns forest land continue their normal functions just the same as others in which there is no forest land, as do towns or cities." "In fact", he declares, "there is actual financial gain to the counties - for instance, Bath County just recently received an allocation of funds amounting to $968.89, the entire group of counties in which George Washington National Forest land

lies receiving a total of $5,002.30. This is because 25 per cent of National Forest receipts go to the counties in which the land lies for the benefit of their schools and roads. In addition, there is the employment and profit accruing to local inhabitants in connection with timber sales, road and trail construction and maintenance, and other forest improvement work."

Within the bounds of the two forests, six wildlife refuges have been established. The largest, the Big Levels Refuge in the George Washington National Forest, east of Waynesboro, was proclaimed by the President at the request of the Virginia State Fish and Game Commission, and of local citizens. The 50,000 acres which it covers is protected and developed by CCC enrollees according to programs formulated by the Forest Service and the Bureau of Biological Survey.

The Forest Service has functioned in Virginia since June 4, 1897, when a forest station was established at Deerfield, Augusta County, under the Department of the Interior. The Deerfield station experienced numerous reorganizations, until in 1935 it was moved to Staunton and made a ranger district office under the supervision of the headquarters office of the George Washington National Forest at Harrisonburg.

An important addition to the Forest Service in the state was made when the Emergency Conservation work later the Civilian Conservation Corps came into being in 1933. This is the office of the collaborator at Charlottesville, from which is directed the work of the CCC camps on private and on state lands.

THE FOREST SERVICE

CHARLOTTESVILLE

DIVISION OF STATE AND PRIVATE FORESTRY
COLLABORATOR
(A) Cabell Hall, University of Virginia
(B) CCC Warehouse, Virginia Forest Service Nursery
U. S. Route 29

This United States Forest Service Civilian Conservation Corps Office was established in May 1933 in collaboration with the Virginia State Forest Service. The State Forester of Virginia holds the position of collaborator, United States Forest Service, CCC. Thus the CCC office at Charlottesville is actually an office of the United States Forest Service under a Virginia State official. As collaborator, he is in charge of the United States Forest Service Technical Organization which plans the CCC work projects, provides the equipment, and supervises the daily work performed by the enrollees of those CCC camps allocated to the Virginia State Forest Service for work on private and state lands. It is not the function of the enrollees in these camps to work in the national forests or on other Federal lands. If they should do such work, it would be because the collaborator lent the men to another agency.

The United States Army has charge of the CCC camps proper, the enrollees, mess, quarters, recreation, and education. But the Army has no direct relationship with the office of the collaborator. The technical organization in the office of the collaborator receives the men from the Army daily, assigns and supervises their work, and returns them to the Army at the end of the day.

The State CCC Inspector for the United States Forest Service who is mentioned so often in this inventory is not located in Virginia but at Huntington, West Virginia. He inspects the state camps and the private land camps of Virginia, West Virginia, and Kentucky. No records of the office of the collaborator were known to have been lost or destroyed and none had been sent to Washington for preservation when this survey was completed on September 12, 1938.

533. CCC-FILES, 1933 to date. Correspondence of collaborator with regional office, Washington, D. C., principal foremen of CCC camps, state CCC hdqrs., state inspector of CCC camps, dist. foresters, other Fed. and state agencies, liaison officers of Third Corps Area Office, Baltimore, Md., officials of U. of Va., telephone companies, and individuals; circular letters from regional office to this office and from this office to camps; copies of filing schemes sent this office from

regional office and copies of filing schemes for use in camp offices; instructions from regional office relative to preparation by this office of budgets and estimates; Friant's lists; mimeographed lists of surplus property available for transfer from War Dept. to CCC camps; Engr. forms: 1, Staff Inspection - Engineer's Inspection Report; and 3, Staff Inspection - Engineer's Short Inspection; ECW forms: 11A (Outside), Report of Changes in Number of Civilian Personnel Paid from Emergency Conservation Funds Allocated to the Forest Service, U. S. Department of Agriculture (Employed Outside the District of Columbia); and 31-5M (rev. Sept. 1936), Application for Employment; CCC forms: 11B, Report Showing Distribution of Civilian Personnel Paid from CCC Funds; 104, Individual or Consolidated Monthly Report of Technical Service Accidents (For Enrollee Accidents Only); and 50, Accident Report; forms: 113-R-7 (rev. Apr. 1938), Report and Record of Employment Without C. S. (Civil Service) Appointment; 113C-R-7 (rev. Apr. 1938), Report and Record of Termination of Employment - State CCC; 30, Final Payment Report; 3200, U. S. Civil Service Commission (Apr. 1935), Service Rating Form; and 96-R-7, Efficiency Rating Record; and unnumbered forms: Summary of Camp Accidents; CCC Camp Record, known also as Camp History; Safety Program Report; and Technical Personnel Training Activities. Files originated through activities of administrative personnel and CCC camps under supervision of collaborator in connection with service of communication; cooperation with other agencies in furtherance of CCC work; allotments for activities; travel authorizations; preparation of historical data on Virginia CCC camps; exhibitions at fairs and expositions of handicraft work of enrollees; inspection of CCC camps; organization of CCC camps; applications for CCC work and problems of CCC camp personnel management; plans used in CCC work; preparation and distribution of publications important to CCC camps; accidents and safety measures; supervision of CCC camp activities; and procurement of supplies. Similar records filed in Adm. Correspondence Files, entry 541, and Operation and Engineering Files, entry 534. Filed by subject. (Frequently, official.) 9½ x 11¾ folders, 18 ft. 4 in., in 3 drawers of wooden and 8 drawers of steel and wooden filing cases. R. 102 (Bldg. A). (69)

534. OPERATION AND ENGINEERING FILES, 1933 to date. Correspondence of collaborator with regional office, Washington, D. C., other Govt. agencies, camp foremen, commanding officers of CCC camps, CCC state hdqrs., liaison officers at Third Corps Area hdqrs., dist. foresters, private companies, and individuals; circular letters from regional office to this office and from this office to principal foremen of CCC camps; examination papers of applicants for positions as blasters in CCC camps; Friant's lists; ECW forms: 31-2M (Apr. 1935), Application for Employment; F, Report on Camp Buildings and Property Purchased or Constructed with ECW Funds and No Longer Needed by the Civilian Conservation Corps, and attached supplementary Form F, Description of Serviceable Property; E (rev. Jan. 1936), New, Continued, or Reestablished Camp Proposed For_____ Period, and supplementary Form E; 23-1M (Aug. 10, 1934), Project Priority List; 4 (rev. Apr. 1936), Individual and Consolidated Monthly Report of Camp Accidents; 11A (Outside), Report of Changes in Number of Civilian Personnel Paid From Emergency Conservation Funds Allocated to the Forest Service, U. S. Department of Agriculture (Employed Outside of the District of Columbia); and 11B, Report Showing Distribution of Civilian Personnel Paid From ECW Funds; also State ECW Inspection Report - Office Division

and Forms; Engr. forms: 3, Staff Inspection - Engineer's Short Inspection; and 1, Staff Inspection - Engineer's Inspection Report; Standard forms: 26, Driver's Report - Accident - Motor Transportation; 27, Investigating Officer's Report - Accident - Motor Transportation; and 28, Claim for Damages - Accident - Motor Transportation; and Statement of Witness (Accident - Motor Transportation); CA forms: 1 (rev. Apr. 27, 1929), Employee's Notice of Injury and Original Claim for Compensation and Medical Treatment; 2 (rev. June 15, 1929), Official Superior's Report of Injury; 3 (rev. June 3, 1925), Report of Termination of Total or Partial Disability; 4 (rev. July 19, 1927), Claim for Compensation on Account of Injury; 8 (rev. June 25, 1932), Claim for Continuance of Compensation on Account of Disability; 16, Request for Treatment of Injury Under the United States Employees Compensation Act; and 32, Report of Hernia; Dept. Form 24, Claim for Loss of or Damage to Private Property; Treas. Dept. Form 1099, Information Return for Calendar Year, sent by this office to Commissioner of Internal Revenue at annual intervals showing salary of each employee; forms: 138-R-7, Report of Camps Occupied or Evacuated; MR-1 (rev. March 1935), Truck Trail Specifications; and S-69, Public Vouchers for Services and Supplies of Hospitals and Physicians - U. S. Employees Compensation Commission; and unnumbered forms: Application Memorandum - for the Selection of Local Experienced Men; Indenture, allowing Govt. right of way necessary for construction of lookout towers on private property; and Request for Approval to Live Outside Camp. Files originated through activities of Operation and Engineering Div. in connection with receipt and disposition of applications for employment; construction and maintenance of camp property; securing rights of way through private property; construction of lookout towers on private property; inspection of CCC camps; organization, reestablishment, and closing of CCC camps; work projects of CCC camps; personnel management; financial matters; and claims for property damage or for personal injury resulting from accidents. Applications for employment and related correspondence, 1933 to date; other records confined to Jan. 1, 1936 - June 30, 1937; for similar prior and subsequent records, see FA - Claims Records Files, entry 554; Administrative Correspondence Files, entry 541; and CCC Files, entry 533. Filed by subject. (Occasionally, official.) 9 x 12 folders, 24 ft., in 10 drawers of wooden and 3 drawers of steel and wooden filing cases. R. 102 (Bldg. A). (67)

535. PERSONNEL APPLICATIONS, Apr. 1933 - Dec. 1934. Correspondence of state forester (later collaborator) with applicants for employment with agency, and with individuals given by applicants as reference; mimeographed form letters of application, with address, age, educational record, and experience of applicant, type of position for which applying, and names and addresses of references; signed by applicant. Unsolicited applications distinguished from applications which agency requested from various individuals whose names appeared on Friant lists of eligibles for employment. Filed alphabetically under name of county in which applicant resides. 9 x 12 folders, 1 ft. 11 in., in drawer of wooden filing case. Main floor, S. (Bldg. B). (84)

536. MONTHLY WORK PROGRESS REPORTS, Apr. 1933 to date. CCC Form 7FS (rev. Sept. 1, 1937), submitted to this office by principal foreman of each CCC camp, checked in this office, and forwarded to regional office. Name of area of work; month covered by report; state and county

in which work done; camp and Army company nos.; camp name and location; p.o. address of camp and name of nearest shipping point; dates construction of camp begun and completed; dates of occupancy of camp by advance detail and by main body; date field work started; dates field work ceased and camp discontinued if discontinued; ownership or administrative responsibility status of land on which field work of camp conducted; number of authorized working days for enrollees during period covered by report, number of enrollee man-days worked during period, number of enrollee man-days previously reported, total enrollee man-days worked to date, and number of enrollee man-days worked during reported period on overtime and/or emergency work; number of man-days of skilled workmen worked during period, number of man-days of skilled workmen previously reported, and total number of man-days of skilled workmen worked to date; average number of supervising personnel, of facilitating personnel, and of skilled workmen on pay roll daily during period; type of company, veteran or junior; race, white or colored; average number of enrollees in camp daily; average number of enrollees released daily to project supt. (principal foreman) and used on projects, average number not used on account of bad weather or other cause; average number of enrollees retained daily by company commander for regular company overhead, for detached services and special details, for wood detail, for conditioning, and average number not released because of bad weather or recuperation time; average number of enrollees sick, away with leave, and away without leave daily; signed by company commander indicating approval of information given under type of company, race, average total number of enrollees in camp daily, average number of enrollees released daily to project supt., average number of enrollees retained by Army company commander, and average number of enrollees sick, away with leave; remarks on information shown under average number of enrollees in camp daily, average number of enrollees released daily to project supt., average number of enrollees retained daily by Army company commander, and average number of enrollees sick, away with leave, and away without leave daily; for new work, construction or reconstruction: total work (in units) completed to date of each type of job, work previously reported completed, work completed during period, number of enrollee man-days during period on each type of job, total enrollee man-days to date on each type of job, total enrollee man-days during period on all types of jobs, total enrollee man-days to date on all types of jobs; for maintenance work: total work (in units) maintained from beginning of current fiscal year to end of reported period of each type of job, number of enrollee man-days during period on each type of job, total number of enrollee man-days to date on each type of job, total enrollee man-days during period on all types of jobs, and grand total number of enrollee man-days to date on all types of jobs; also explanatory remarks relative to report, and date report submitted to office of collaborator; signed by official in office of collaborator checking report before submitting to regional office, and signed by official in CCC camp (project supt. or principal foreman) submitting report to office of collaborator. This form revised on following dates: Nov. 1, 1933, Apr. 1, 1934, Oct. 1, 1934, Apr. 1, 1935, June 1, 1936, and July 1, 1937, apparently to reduce size of form since essentially same information called for. Work classifications shown include: 100 Series - Structural Improvements; 200 Series - Transportation Improvements; 300 Series - Erosion Control; 400 Series - Flood Control - Irrigation and Drainage; 500 Series - Forest Culture; 600 Series - Forest Protection;

700 Series - Landscape and Recreation; 800 Series - Range; 900 Series - Wildlife; and 1000 Series - Other Activities. Each series has many subdivisions each numbered and entitled. See entries 537, 557, and 586. Filed chronologically. (Frequently, official.) 10 x 26 loose sheets, 1 ft. 1 in., on 2 wooden shelves. 2d floor, SE. (Bldg. A). (76)

537. RECAPITULATIONS OF FORM 7, Apr. 1933 to date. Data extracted from Form 7 submitted by each camp under supervision of this office. Month covered, no. of each camp, classification no. of each type of work carried on by each camp, number of units of each type of work carried on by camp, number of units of each type of work completed during month by each camp. See entries 536, 557 and 586. Arranged chronologically. (Frequently, official.) 11 x 14 loose sheets and 11¾ x 15 loose-leaf book, 3 in., on wooden supply cabinet. 2d floor, SE. (Bldg. A). (78)

538. FORMS 5 AND 9, May 1933 - June 1934. ECW forms: 5, Certificate of Receipt, sent collaborator by principal foreman of each CCC camp upon receipt in camp from his office or from private vendors of supplies, materials, and/or equipment requisitioned by principal foreman. Date shipment received, Govt. office or private vendor shipping supplies, purchase order no. under which shipment secured, list of items missing, if any, on receipt of shipment; list of items damaged, if any, on receipt of shipment; signed by principal foreman; 5 (rev.), Certificate of Receipt, Part 1, receipt in camp of purchases made by hdqrs. office for camp. Date of certificate, vendor, purchase order no., date articles received, name, number, and description of articles, and page no. of tool book on which entered; Part 2, receipt in camp of purchases made by camp supt. (later principal foreman). Supt., vendor, date articles received, name, number, and description of articles; use to which to be put, unit price, total price, discount allowed, if any, net total price, page no. in tool book on which entered; signed by official receiving purchases; 9, Copy of Purchase Order, sent camp supt. by this office before shipping to camp articles requisitioned by camp supt. from hdqrs. office. Name and address of camp supt., itemized list of articles requisitioned, with quantity, unit, and description of each article, vendor, and purchase order no. Form 9 attached to Form 5 and returned to collaborator. Filed chronologically under camp no. (Rarely, official.) 9 x 12 folders, 2 ft., in steel transfer case. Main floor, S. (Bldg. B). (86)

539. PAY ROLLS, May 1933 - Dec. 1934. Standard Form 1074b, Pay Roll for Personal Services - Miscellaneous (Employees on Per Hour, Day, Week, Month, or Piecework Basis). Name and location of office preparing pay roll, name and designation of disbursing officer, inclusive dates of period covered by pay roll, name and title of each employee, rate of compensation, unit (hour, day, week, month, or piecework) of employment, total units employed in period, gross amount earned not subject to retirement deductions, net amount paid, and signature of employee indicating that he received check in payment for services; on reverse side, name and location of office, inclusive dates of period covered by pay roll, summary of pay roll with amounts to be entered on schedule of disbursements, amount of deductions, net amount paid, and gross amount of pay roll; also certification by local official in charge to correctness of pay roll; Form 1 - 6/12/33 - 1M, Monthly Time Report for Camp Superin-

tendents, Foremen, and Other Overhead Personnel, submitted to this office by principal foreman of camp. Camp no. and location; period covered by report; name, post-office address, title, and gross monthly rate of compensation of each employee; tabulations indicating whether or not employee worked each day in period, and total days worked in period; gross amount earned, amount of any deduction in salary, and net amount due employee; gross amount earned by all employees shown on report; gross amount of deductions; gross amount due employees; signature and title of hdqrs. office employee approving report with date of approval. Related in part to entry 558. Filed chronologically. (Rarely, official.) 9 x 12 folders, 1 ft. 3 in., in steel transfer case. Main floor, S. (Bldg. B). (87)

540. TELEGRAMS, May 1933 - Dec. 1934. Originals of telegrams received and copies of telegrams sent by agency relative to official matters. Beginning Jan. 1935, telegrams filed according to subject, and contained in Administrative Correspondence Files and Old Fiscal Files. See entries 541 and 543. Filed chronologically. (Rarely, official.) 6 x 8 and 7 x 8½ loose papers, 5 in., in 2 cardboard letter files on steel transfer case. Main floor, S. (Bldg. B). (95)

541. ADMINISTRATIVE CORRESPONDENCE, May 1933 - Dec. 1935. Of collaborator with camp foremen, commanding officers of camps, dist. foresters, individuals, custodians of abandoned camps, officials of regional office, Washington, D. C., and state inspector of CCC camps, relative to closing out CCC camps, reoccupancy of abandoned camps, appointments, promotions, transfers, and discharges of personnel of this office; fire prevention, suppression, and control; Federal inspection of camps, applications from individuals for establishment of new CCC camps in their communities, preparation and submission to this office of certain forms by camp foremen, work projects in CCC camps, priority lists for projects to be carried on by CCC camps, submission to this office of maps showing progress of projects, and similar matters; also circular letters from regional office to this office and from this office to camps relative to personnel management, safety measurements, preparation and submission of various reports, and similar matters; copies of weekly itineraries of staff personnel; ECW forms: 33, ECW Camp Inspection Report; 17, Request for Loan of Forest Service Trucks; E (rev. Oct. 1934), New or Reestablished Camps Proposed; 23, Project Priority List; and 590, Obligations Report; Form EC MR-1, Truck Trail Specifications; Form 2, Proposed Camp Program; and unnumbered forms: Indenture, allowing Govt. right of way necessary for construction of lookout towers and other forest improvements on private property; Request for Approval to Live Outside Camp; and Purchase Application. Certain records described above filed in Operation and Engineering Files, Jan. 1, 1936 - June 30, 1937; and in CCC Files, July 1, 1937 to date. See entries 533 and 534. Filed by subject. (Rarely, official.) 9 x 12 folders, 16 ft., in 3 drawers of wooden filing case and in 6 steel transfer cases. Main floor, S. (Bldg. B). (83)

542. INVOICES AND VOUCHERS, May 1933 - Dec. 1935. Form 5-Comp. (rev.), Vendor's Notice, State of Va. form prepared by this office before payment made by Govt. to private vendors from whom purchases of supplies, equipment, and/or materials made for CCC camps; Form 4, Purchase Order, submitted by collaborator to procure supplies, materials, and/or equipment

listed on Form 5; ECW Form 19-5M-4/34, Requisition for ECW Purchases, submitted to collaborator by principal foremen of CCC camps; ECW Form 20-5M-4/34, Emergency Conservation Work - Purchase Order, superseding Form 4, Apr. 1934; Standard Form 1034, Public Voucher for Purchases, and Services Other Than Personal, superseding Form 5, Apr. 1935, prepared by collaborator and submitted to regional office, Washington, D. C., for checking and approval for payment; Form 942 (rev.), Purchase Order, superseding Aug. 1935, the two described purchase order forms; unnumbered form, Certificate to Accompany Invoices Covering Supplies and Equipment Purchased by States Chargeable to Emergency Conservation Fund, used to support Form 5; certified invoices used by collaborator in preparation of vouchers from vendors, showing purchases made by agency; also correspondence of state forester with vendors relative to procurement of supplies, equipment, and materials, and to furnishing services. Related in part to entry 566. Filed alphabetically by name of vendor. (Rarely, official.) 9 x 12 folders, 24 ft. 7 in., in 4 drawers of wooden filing case and in 9 steel transfer cases. Main floor, S. (Bldg. B). (81)

543. OLD FISCAL FILES, May 1933 - July 30, 1936. Correspondence of collaborator with principal foremen of CCC camps, dist. foresters, officials of regional office, Washington, D. C., private vendors, employees of this agency, persons in charge of carriers handling freight for this agency, and officials of other Govt. offices; copies of mimeographed circular letters sent out from regional office to this office and from this office to CCC camp foremen; copies of circular letters issued by this office to camp foremen, dist. foresters, and other field employees; general schedules of supplies issued by Procurement Section of Treas. Dept.; mimeographed lists of surplus property available for transfer from other Govt. agencies; list of employees authorized to incur expenses chargeable to this agency; copies of freight bills from railroads and other carriers; copies of fiscal rules and regulations sent out from regional office to this office; and forms: 942 (rev.), Purchase Order; 187, Requisition for Purchase; ECW 5 (rev.), Certificate of Receipt; 668 (rev.), Requisition and Invoice; ECW 19-5M-2/35, Requisition for ECW Purchases; 536 (rev.), Authorization - Individual (Per Diem); ECW 9-2M (rev.), Monthly Property Inventory; 858, Property Lost or Damaged - Certificate of Member Responsible for Occurrence; 178-R-7, used to report on unserviceable surplus property in possession of camps; 939 (rev.), Transfer of Property, record of Govt. property transferred from this office to camps and vice versa, or of property transferred from this office to other Govt. agencies and vice versa; ECW 16-1M Sets 3-34, Requisition for Supplies; 44-R-7-State (rev.), State Financial Statement; 79-a, Voucher Record Card; ECW 26 8-35 2M, Truck Repair Costs; ECW 27 8-35 2M, Heavy Equipment Repair Costs; 8-Comp., Commonwealth of Virginia - Traveling Expense Voucher; ECW 590, Obligations Report; 7 (rev.), Monthly Property Inventory; 18 (rev.), Transfer of Property, submitted when Govt. property transferred between camps; ECW 27 - 12-15-34, Heavy Equipment Repair Costs; ECW 26 - 12-15-34, Truck Repair Costs; ECW 9, Emergency Conservation Work - Record of Voucher Payments Charged to State Allotments; 8-Comp., Commonwealth of Virginia - Traveling Expense Voucher; ECW 6, Initial Record of Employment; ECW 6 (rev. Nov. 15, 1934), Emergency Conservation Work Employment; 2-Comp., Requisition on Division of Purchase and Printing; Standard forms: 33, Invitation, Bid, and Acceptance; 36, Standard

Government Form of Continuation Schedule for Standard Form 31 or 33; 1058, Government Bill of Lading; 40, Contract for Telephone Service; 1036, Statement and Certificate of Award; 1012, Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem; and 1058a, Government Bill of Lading - Memorandum Copy; Camp Inspection Report; C, Progress Report; Truck Information for Registration; and Tool Request; Dept. of Agr. Form 22, Statement of Travel by Motor Vehicle. Files originated through activities of Div. of Fiscal Control in connection with purchase of equipment and supplies, issue of equipment and supplies to offices and CCC camps under supervision of this office, allotments for camp activities, audits of fiscal records of this office by auditors of regional office, disbursements, property accounting, and reports. Related in part to entries 572 and 581. Filed by subject. (Rarely, official.) 9 x 12 folders, 21 ft. 4 in., in 9 drawers of wooden filing cases and 7 steel transfer cases. Main floor, S. (Bldg. B). (66)

544. CONGRESSIONAL RECOMMENDATIONS, June 1933 - Oct. 1934. Correspondence of collaborator with Va. congressmen relative to employment of persons recommended by them for positions with agency, and with persons they recommended. Filed alphabetically under name of congressman. (Rarely, official.) 8½ x 11 loose papers, 3 in., in pasteboard letter file on steel transfer case. Main floor, S. (Bldg. B). (93)

545. PROJECT PLANS, June 1933 - Mar. 1935. ECW Form 22, Emergency Conservation Work Plan. Page no., administrative dist. no., names of counties in dist., project no., county in which located, class of project, local description, number of completed units in project, no. of camp completing units in project, and date of completion. Indexed for each dist. on separate sheet placed in front of records with no. of each camp in dist., no. of each project carried on by each camp, page no. (assigned to Form 22 by this office) on which record of each project may be found, and county in which each project located. Filed numerically by project no. under no. of dist. in which located. (Rarely, official.) 14½ x 26 covers, 1 in., on table. 2d floor, SE. (Bldg. A). (80)

546. GENERAL FILES OF RECORDS OF ABANDONED CAMPS, June 1933 - Dec. 1937. Files transferred to this office from the following fifteen abandoned CCC camps:

Number		Location
1.	Camp P-51	Covington, Virginia
2.	Camp P-55	Waverly, Virginia
3.	Camp P-56	Dillwyn, Virginia
4.	Camp P-57	Hot Springs, Virginia
5.	Camp P-58	Barbour's Creek, Virginia
6.	Camp P-59	Pembroke, Virginia
7.	Camp P-71	Manassas, Virginia
8.	Camp P-70	Fork Union, Virginia
9.	Camp P-72	West Point, Virginia
10.	Camp P-74	Criglersville, Virginia
11.	Camp P-77	Edgerton, Virginia
12.	Camp P-80	Moseley, Virginia

Number	Location
13. Camp P-82	Mineral, Virginia
14. Camp P-88	Amelia, Virginia
15. Camp P-90	Dinwiddie, Virginia

Correspondence of camp foremen with collaborator relative to staff inspections, procurement of supplies and equipment, specifications for various projects, preparation of reports and forms, telephone accounts, and similar matters; with dist. foresters relative to official matters including selection of supervisory personnel, inventories of property, and submission of forms and reports; and with private vendors relative to prices of needed supplies; circular letters sent out from office of collaborator to camps; notices of discharge of enrollees from camps, sent principal foremen by commanding officers of camps; safety bulletins and safety rules and regulations; and forms: 145-R-7, Quarterly Inspection and Repair Record; AD-17A, Application for Leave - Field; CCC 7-FS (rev. July 1, 1937), Monthly Work Progress Report; Engr. 3, Staff Inspection - Engineer's Short Inspection; Engr. 1, Staff Inspection - Engineer's Inspection Report; 23, Project Priority List; MR-1, Truck Trail Specifications; CCC-104, Individual or Consolidated Monthly Report of Technical Service Accidents (For Enrollee Accidents Only); 38 (rev. Feb. 1935), Compensatory Time Report; 942 (rev. June 1935), Purchase Order; 858 (rev. May 1933), Property Lost or Damaged - Certificate of Member Responsible for Occurrence; 839 (rev. Jan. 1930 and Jan. 1936), Transfer of Property; 1-3-1-34-1M, Monthly Time Report for Camp Superintendents, Foremen, and Other Overhead Personnel; 21, Weekly Report on Use of Heavy Equipment, and its revision (Feb. 11, 1936); CCC 43 (rev. July 23, 1937), Driver's and Operator's Daily Report; AD-102, Toll Call Certificates; 143-R-7, Monthly Fleet Report; 144-R-7, Monthly Inspection Report; 643, Daily Record of Issues - Gasoline, Oil, and Grease; 644, Summary of Issues - Gasoline, Oil, and Grease; 96-R-7, Efficiency Rating Record; 30, Final Payment Report; 37 (May 27, 1935), Report on Heavy Equipment; CCC 12 (rev. July 26, 1937), Work Sheet for Obtaining Information Necessary for Section O, Lines 1a, 2b, and 5, Section P, Line 1 and Section R on Form 7; Engineering Form 5 (June 18, 1937), Bridge Survey Data; ECW forms: 4 (rev. Apr. 1936), Individual and Consolidated Report of Camp Accidents; 18-10M-8/35V, Transfer of Property; 8-9/36-10M-V, Foremen's Tool Record; 9-2M (rev. Apr. 1, 1935), Monthly Property Inventory; 26 8-35 2M, Truck Repair Costs; 27, 8-35 2M, Heavy Equipment Repair Costs; 11, Foreman's Daily Report, submitted to principal camp foremen by underforemen; 19-5M-4/34, Requisition for ECW Purchases; 20-5M-4/34, Purchase Order; 5 (rev. Apr. 1, 1934), Certificate of Receipt; 2, Record of Employment - By Project of Supervisory Personnel; 2 (rev. Apr. 1, 1934), Record of Employment - By Project of Supervisory Personnel; 3, Record of Employment - By Projects of Enrolled Men; 3 (rev. Sept. 26, 1936), Distribution of Man-Days to Work Classifications - Enrolled Men; 7FS, Monthly Work Progress Report, sent to collaborator's office, and its later revisions; 10-A, Gasoline and Oil Inventory Report, and its revisions (Apr. 1, 1934 and June 2, 1937); 10-B, Gasoline and Oil Report - Monthly Summary of Distribution, and its revisions (Apr. 1, 1934 and June 1935); 10-C Oil, Daily Issue of Oil in Quarts; 10-C, Gas, Daily Issue of Gasoline; 10-D, Receipts of Motor Vehicle Supplies; 12, Enrolled Personnel Record; 12 (rev. Feb. 24, 1934), Personnel Record

(Number of Men); 12 (rev. June 1, 1934), Enrolled Personnel Record; 12 (rev. Sept. 23, 1936), Personnel Record (Number of Men); 17, Request for Loan of Forest Service Trucks, and revisions (July 1935 and Feb. 1936); 28 (rev. Mar. 1936), Forest Fire Memorandum; 35, Daily Checkup of Trucks; 36, Weekly Checkup of Trucks; 38-2M Sets 1-36V, Work Order; 40, Requisition for Bridge Materials, submitted for approval and suggestions to collaborator, and later returned to his office; 43-9/3/36 - 50M, Driver's and Operator's Daily Report; 44 10M, Individual Equipment Repair Cost Record; 47, Monthly Record of Gasoline Account with Army; 48, Monthly Inventory of Culvert Pipe, Drill Steel, etc.; and unnumbered forms: Safety Program Report; Monthly Time Report - State CCC - Supervisory, Facilitating, and Skilled Workers. Records for each camp filed as an entity; see entry 547. Filed by subject. (Rarely, official.) 9 x 12 folders, 69 ft., in 36 drawers of wooden filing cases. Main floor, S. (Bldg. B). (64)

547. MISCELLANEOUS FORMS FROM THE FILES OF ABANDONED CAMPS, June 1933 - Dec. 1937. ECW forms: 2 (rev. Apr. 1, 1934), Record of Employment - By Projects of Supervisory Personnel; 3, Record of Employment - by Projects of Enrolled Men; 3 (rev. Sept. 26, 1936), Distribution of Man-Days to Work Classifications - Enrolled Men; 4 (rev. Apr. 1936), Individual and Consolidated Report of Camp Accidents; 5, Certificate of Receipt, and revisions (Apr. 1, 1934 and Oct. 18, 1935); 7-FS, Monthly Work Progress Report, and revisions (Nov. 1, 1933, Apr. 1, 1934, Oct. 1, 1934, Apr. 1, 1935, June 1, 1936, and July 1, 1937); 7X (rev. Jan. 15, 1937), Monthly Average Distribution of Enrolled Personnel; 10B, Gasoline and Oil Report - Monthly Summary of Distribution, and revisions (Apr. 1, 1934 and June 1935); 10D, Receipt of Motor Vehicle Supplies; 11, Foreman's Daily Report, submitted to principal foremen of camps by underforemen; 12, Enrolled Personnel Record; 12 (rev. Feb. 24, 1934), Personnel Record (Number of Men); 12 (rev. June 1, 1934), Enrolled Personnel Record; and 12 (rev. Sept. 23, 1936), Personnel Record (Number of Men); 17, Request for Loan of Forest Service Trucks, and revisions (July 1935 and Feb. 1936); 18-10M-8/35V, Transfer of Property; 19-5M-2/35, Requisition for ECW Purchases; 20-5M-4/34, Purchase Order; 26 (Dec. 15, 1934), Truck Repair Costs; 26 8-35 2M, Truck Repair Costs; 27 (Dec. 15, 1934), Heavy Equipment Repair Costs; 27 8-35 2M, Heavy Equipment Repair Costs; 28 (rev. Mar. 1936), Forest Fire Memorandum; 35, Daily Checkup of Trucks, submitted to principal foremen of camps by camp mechanics; 27 (May 27, 1935), Report of Heavy Equipment, submitted to principal foremen by camp mechanics; 43-9/3/36-50M, Driver's and Operator's Daily Report; 44 10M, Individual Equipment Repair Record, submitted to collaborator monthly by camp foreman. CCC forms: 12 (rev. July 26, 1937), Work Sheet for Obtaining Information Necessary for Section O, Lines 1a, 2b, and 5, Section P, Line 1, and Section R on Form 7; 43 (rev. July 23, 1937), Driver's and Operator's Daily Report; forms: 15 (Mar. 16, 1934), Monthly Time Report for Enrolled Men; 21, Weekly Report on Use of Heavy Equipment (rev. Feb. 11, 1936); 46 (Dec. 1, 1936), Principal Foreman's Weekly Construction Report, and 46 (rev. July 20, 1937), Weekly Truck Trail Construction Report; 46A (Dec. 1, 1936), Engineer's Weekly Report; Engr. No. 1, Staff Inspection - Engineer's Inspection Report; Engr. No. 3, Staff Inspection - Engineer's Short Inspection; AD-17A, Application for Leave - Field; AD-102, Toll Call Certificate, for telephone calls, cost of which exceeded 50 cents; 143-

R-7, Monthly Fleet Report; 144-R-7, Monthly Inspection Report; 643, Daily Record of Issues - Gasoline, Oil, and Grease; 644, Summary of Issues - Gasoline, Oil, and Grease; 668, Requisition and Invoice; 939 (rev. Jan. 1930 and Jan. 1936), Transfer of Property, used by camp foreman for keeping record of property transferred by camp to collaborator; 942 (rev. June 1935), Purchase Order; 634, Stores Invoice and Receipt. Unnumbered forms: State ECW Inspection Report - Office Division and Forms; Safety Program Report; and Dept. Form 50, Record of Annual Leave and Record of Absence - Sickness and Without Pay; correspondence of principal camp foremen with collaborator relative to preparing and submitting ECW Form 7-FS; and copies of invoices from private vendors for shipments of supplies, equipment and/or materials to camps. Overflow from general files of records of abandoned camps; see entry 546. Filed numerically by form no. under no. of camp. (Rarely, official.) 8½ x 11 loose papers, 31 ft. 6 in., in 126 cardboard letter files. Main floor, S. (63)

548. MISCELLANEOUS REPORTS AND FORMS, June 1933 - Mar. 1938. To collaborator from CCC camps. ECW forms: 2, Record of Employment - By Projects of Supervisory Personnel, and revision (Apr. 1, 1934); 3, Record of Employment - By Projects of Enrolled Men; 7, Monthly Inventory of Tools and Equipment, and revision (Apr. 1, 1934); 10A, Gasoline and Oil Inventory Report, and revision (Apr. 1, 1934); 10B, Gasoline and Oil Report - Monthly Summary of Distribution, and revisions (Apr. 1, 1934 and June 1935); 12,Enrolled Personnel Record, and revisions (June 1, 1934, Sept. 23, 1936, Oct. 28, 1936, and July 26, 1937); 10C Gas, Daily Issue of Gasoline; 10C Oil, Daily Issue of Oil in Quarts; 6 (rev. Nov. 15, 1934), Emergency Conservation Work Employment; 7X (Sept. 1, 1936), Monthly Average Distribution of Enrolled Personnel; 10D, Receipt of Motor Vehicle Supplies; forms: 21, Weekly Report on Use of Heavy Equipment, and revision (Feb. 11, 1936); 137-R-7, Monthly Inventory of Heavy Equipment; 126-R-7, Heavy Road Equipment Report of Quarter Ending_____; unnumbered form, Truck Trail Report; and CCC Form 12 (rev. July 26, 1937), Work Sheet for Obtaining Information Necessary for Section O, Lines 1a, 2b, and 5, Section P, Line 1 and Section R on Form 7. Filed chronologically under form no. (Rarely, official.) 9 x 12 folders, 14 ft. 5 in., in 8 drawers of wooden filing cases and in 2 steel transfer cases. Main floor, S. (Bldg. B). (85)

549. DISTRIBUTION LEDGERS, June 1933 - Sept. 1, 1938. Camp no., date of expenditure, purchase order and/or voucher no., and amount of expenditure; also amount distributed for equipment and supplies, salaries, travel, and msc. purposes. Discontinued Sept. 1938, superseded by CCC Form 19 (rev. June 30, 1938). See entry 550. Filed chronologically under camp no. (Occasionally, official.) Variously sized loose sheets, covers, and loose-leaf books (3), 9 in., in drawer of wooden filing case, in drawer of wooden desk, and on wooden table. R. 102 (Bldg. A). (54)

550. ALLOTMENT AND EXPENDITURE REGISTERS, June 1933 to date. ECW Form 19, Allotment and Expenditure Register. State; procurement authority no. of allotment; under allotments, balance of allotment before advice, date of advice, amount of increase or decrease in allotment as shown on advice, and balance of allotment after increase or decrease; under expenditures, date expenditure entered in register, local office certificate no., regional office voucher no., payee, amount of expendi-

ture, and amount distributed for salaries, travel, supplies and equipment, transportation, utilities, and msc. purposes. CCC form 19 (rev. June 30, 1938), Register of Allotments and/or Expenditures. State; procurement authority no. of allotment; under allotments, balance of allotment before advice, date of advice, amount of increase or decrease in allotment as shown on advice, and balance of allotment after increase or decrease; under expenditures, date entered in register, purchase order no., date voucher submitted to regional office, voucher no., payee, amount of voucher, amount of voucher distributed by purpose of expenditure, and no. of camp for which expenditure made; also unnumbered untitled ledger sheets, with essentially same information. June 1933 - Aug. 1935 record of allotments and expenditures on unnumbered and untitled ledger sheets; Sept. 1935 - June 1937 on ECW Form 19; July 1937 to date on ECW Form 19 (rev. Apr. 1937), with essentially same information but with a more detailed record of distribution of expenditures according to purpose. In 1938, CCC Form 19, rev. June 30, 1938, superseded ECW Form 19, rev. Apr. 1937; also superseded Distribution Ledger. See entry 549. Filed chronologically under procurement authority no. (Frequently, official.) 11 3/4 x 18 covers and 11½ x 14½ loose-leaf books (2), 4 in., in drawer of wooden filing case, drawer of wooden desk, and on wooden table. R. 102 (Bldg. A). (51)

551. PERSONNEL RECORDS, June 1933 to date. Name, station of duty, and address of employee; name and Va. congressional dist. no. of congressman to whose quota appointment of individual charged; date appointment confirmed; record of status and salary changes of employee, with title of each position held since original appointment, grade, amount of annual salary, amount of monthly salary, nature and date of change, and camp or station of duty; date if employment terminated, official authorizing or ordering termination, and reason; and record of income received from Govt., with per diem and mileage allowed while on official travel, marital status, amounts of salary, per diem and mileage received each month, and yearly totals of income received. Filed alphabetically by name of employee. (Frequently, official.) 5 x 8 cards, 1 ft. 4 in., in 2 pasteboard card index trays on wooden supply cabinet and wooden filing case. R. 102 (Bldg. A). (98)

552. FRIANT'S LISTS, July 1933 to date. Persons eligible for employment by this agency because their names appeared on lists sent collaborator through regional office by J. N. Friant, Special Assistant to Secretary of Agriculture, who prepared lists from names submitted to him by Va. congressmen. Name and address of eligible person; congressman to whose quota person to be charged if employed, or who certified person as eligible to Special Asst. to Secretary of Agriculture; and in some instances date application blanks mailed to eligible person and date reply received. Upon receipt of Friant's Lists from Washington, D. C., this office makes card record. Two application blanks sent to each person whose name appears on list; applicant retains one, returns other to this office. See entry 555. Filed alphabetically by name of eligible. (Occasionally, official.) 3 x 5 cards, 2 ft. 7 in., in 4 pasteboard card index trays on wooden supply cabinet. R. 102 (Bldg. A). (50)

553. PROPERTY TRANSFER RECORDS, July 5, 1933 to date. Form 939, Transfer of Property, between this office and camps under its supervision

and between this office and other Govt. agencies. Serial no. of form; name, title, station of duty, and address of person authorizing transfer; name, title, station of duty, and address of person to whom transferred; quantity, name, description, cost or value, and condition of each article transferred; manner of shipment and number of packages in shipment; date invoiced, with signature and title of official authorizing issue of invoice; and date of receipt of property, with signature and title of official receiving property. Arranged numerically by serial no. (Frequently, official.) 9½ x 11 3/4 pockets and 9 x 11½ loose-leaf books (2), 7 in., on wooden table. R. 102 (Bldg. A). (100)

554. FA-CLAIMS RECORDS - TRANSFERRED, Aug. 1933 - Dec. 1935. Correspondence of collaborator with regional office, principal foremen in CCC camps, dist. foresters, and private claimants relative to claims for damages sustained in accidents involving CCC trucks and private vehicles; also correspondence with regional office, principal foremen in CCC camps, USEC Commission, and others, relative to employees' claims for compensation for injuries sustained while on duty; Standard forms: 26, Driver's Report - Accident - Motor Transportation; 27, Investigation Officer's Report - Accident - Motor Transportation; and 28, Claim for Damages - Accident - Motor Transportation; Dept. Form 24, Claim for Loss of or Damage to Private Property; CA forms: 1 (rev. Apr. 27, 1929), Employee's Notice of Injury and Original Claim for Compensation and Medical Treatment; 2 (rev. June 15, 1929), Official Superior's Report of Injury; 3 (rev. June 3, 1935), Report of Termination of Total or Partial Disability; 4 (rev. July 19, 1927), Claim for Compensation on Account of Injury; 8 (rev. June 25, 1932), Claim for Continuance of Compensation on Account of Disability; 16, Request for Treatment of Injury Under the United States Employees Compensation Act; and 32, Report on Hernia; Form S-69, Public Voucher for Services and Supplies of Hospitals and Physicians - U. S. Employees Compensation Commission; ECW Form 4, Individual and Consolidated Monthly Report of Camp Accidents; and unnumbered form, Statement of Witness (Accident - Motor Transportation). These records originated through investigation and adjudication of claims; for damages resulting from motor vehicle accidents; for loss of private property; and for compensation for injuries; transferred from Operation and Engineering Files which contain similar records, Jan. 1, 1936 - June 30, 1937. See entry 534. Filed by name of claimant under subject. (Rarely, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of wooden filing case. Main floor, S. (Bldg. B). (65)

555. FRIANT'S LISTS, Sept. 1933 - Mar. 1937. Carbon copies of letters of J. N. Friant, Special Assistant to Secretary of Agriculture, to Va. congressmen notifying them that persons recommended by them for supervisory and other positions in CCC camps have been placed on lists of eligibles for employment; also mimeographed form letters from regional office notifying this office of receipt from Friant of names of eligibles for employment. Name and address of eligible; name of advisor of eligible, and date name of eligible received in regional office. See entry 552. Filed alphabetically by name of congressman. (Rarely, official.) 8½ x 11 loose papers, 6 in., in 2 pasteboard letter files on steel transfer case. Main floor, S. (Bldg. B). (49)

556. OLD LEAVE RECORDS, Jan. 1, 1934 - Dec. 31, 1935. Dept. Form

50 (1) Record of Annual Leave and (2) Record of Absence - Sickness and Without Pay. (1) Employee, date reported for duty, total days and hours leave available during year, daily record of annual leave taken during year, and total days taken, balance of annual leave forwarded to next year; and (2) Days of accumulated sick leave available during year, daily record of sickness and without pay leave during each month in year, total sick leave taken, and number days sick leave advanced to next year; Form AD-17A, Application for Leave- Field, by employee to his superior and later forwarded, if necessary, to this office. Name of duty station of employee, date of request, amount, type, and inclusive dates of requested leave, address of employee while on leave, signature of immediate superior of employee indicating recommendation of leave, signature of official authorized to approve applications for leave, date of return to duty status, and record of previous absence during year giving number of days and hours of each type of leave taken during year, certificate of employee when applicant requests sick leave of two days or less, and certificate of attending physician when applicant requests sick leave exceeding two days. Related to entry 565. Filed alphabetically by name of employee under camp no. or office designation. (Rarely, official.) 5 x 8 cards and forms, 1 ft. 8 in., in pasteboard box and pasteboard card tray. Main floor,S. (Bldg. B). (92)

557. FORM 3, June 1934 to date. Form 3 (rev. Dec. 2, 1937), Distribution of Man-Days to Work Classifications - Enrolled Men, submitted to this office monthly by principal foreman of each camp. Camp no., month covered by report, number of man-days worked daily on each type of work, total man-days worked daily on all activities, total man-days worked monthly on each activity, and total man-days worked monthly on all activities. Also Form 3 (rev. Aug. 12, 1935 and Sept. 26, 1936), with essentially same information; used by office to check information on Form 7. See entries 536, 537, and 586. Arranged chronologically. (Frequently, official.) 8 x 21 and 11 x 21 loose papers, 6 in., on wooden shelf. 2d floor, SE. (Bldg. A). (77)

558. PAY ROLLS, July 1, 1934 to date. Standard forms: 1013c, Pay Roll for Personal Services (Employees on Annual Salary Basis). Name and location of office submitting pay roll; name and designation of disbursing officer; inclusive dates of period covered by pay roll; name, grade, pay roll designation, and total annual salary rate of each employee; gross amount earned during period, amount of deduction for retirement, amount of salary paid; and remarks affecting pay status of employee; total amount of pay roll with certification by official in charge to correctness and accuracy of pay roll; name and location of office; appropriation title and no. from which payments for salaries to be made; differences made in pay roll by examiner; and total amount for which pay roll approved; 1074b, Pay Roll for Personal Services - Miscellaneous (Employees on Per Hour, Day, Week, Month, or Piecework Basis). Name and location of office preparing pay roll; name and designation of disbursing officer; inclusive dates of period covered by roll; name and title of each employee, rate of compensation, unit (hour, day, week, month, or piecework) of employment, total units employed in period, gross amount earned not subject to retirement deductions, net amount paid, remarks affecting pay status of employee, and signature of employee indicating that he received check in payment for services;

total amount of pay roll; appropriation title and no. from which payments to be made, and certification by authorized official in this office to correctness of information shown on pay roll. Form 1-2M-8/12/35-J, Monthly Time Report for Camp Superintendents, Foremen, and Other Overhead Personnel. Name, title, grade, post-office address, annual salary rate and monthly salary rate of each employee; tabulations indicating whether or not the employee worked each day in the reported period; total days worked in period; and total amount due for time worked. Unnumbered form, State ECW Service Report, superseded Form 1-2M-8/12/35-J in Mar. 1937. Name, title and address of each employee; number of hours worked each day in period, and total earned. Related in part to entry 539. Filed chronologically. (Occasionally, official.) 9½ x 11 3/4 folders and 9½ x 12 3/4 envelopes, 3 ft. 5 in., in 2 drawers of steel and wooden filing cases. R. 102 (Bldg. A). (57)

559. PROJECT COST RECORDS, Jan. 1935 - June 30, 1937. Of purchases of supplies, equipment, and/or materials for projects in camps. Camp and project nos.; amount originally allotted to project for purchases, amounts of additions to allotment, and total appropriated or allotted for purchases; date of each purchase, purchase order no., amount of order; cumulative total of purchases; and name of vendor. Filed numerically by camp no. (Rarely, official.) 5 x 8 bundles, 2 ft. 1 in., in drawer of wooden filing case. Main floor, S. (Bldg. B). (90)

560. VOUCHER RECORD CARDS, Mar. 1935 - June 1936. Form 79a (rev. Mar. 1935). Office submitting voucher and Form 79a-b to regional fiscal agent; payee; period covered by voucher; serial no. of Form 79a-b; no. given accompanying voucher by regional fiscal agent; transportation request no., bill of lading no., title of appropriation with its procurement authority no. from which payment of voucher to be made, amount of voucher submitted, and amount paid; and portions of total amount of voucher charged to each suballotment or project, with activity no. When this office submits to regional fiscal agent vouchers for its unpaid obligations, it prepares Form 79a-b to accompany each voucher. Form 79-b, classification of expenditures, detached and retained in regional office, and on payment of voucher, Form 79-a returned to this office stamped "paid". Related to entry 567. Filed numerically by serial no. of form. (Rarely, official.) 5 x 8 cards, 3 ft. 2 in., in 3 pasteboard card index trays placed on steel transfer case. Main floor,S. (Bldg. B). (82)

561. OBSOLETE PROPERTY RECORDS, July 7, 1935 - Oct. 26, 1936. Form 331 (rev.). Name and brief description of item, number on hand before any transfers made, date of each transfer, transfer no., unit transferring property, name of office or no. of camp to which transferred, number of items transferred, and number on hand after transfer. Records of nonexpendable property on white cards; semiexpendable and expendable items on blue cards. Filed alphabetically by name of article. (Rarely, official.) 7 x 9½ bundles, 4 in., in drawer of wooden filing case. Main floor,S. (Bldg. B). (91)

562. TRUCK LOAN REQUESTS AND WEEKLY REPORTS, Jan. 1936 - Dec. 1937. ECW Form 17 (rev. July 1935), Request for Loan of Forest Service Trucks, and revision (Feb. 1936) with essentially same information, both submitted

to principal foreman in camp by Army officer in camp and later sent to collaborator by principal foreman. Date of request; foreman to whom made; camp no.; number of trucks requested, date and hour needed, use to which to be put, points between which travel to be performed, and person to be in charge of trucks on trip, signed by Army officer requesting loan; record of action taken by principal foreman, number of Army trucks used on trip if loan granted and reason if not granted, number of Forest Service trucks lent, approximate mileage of round trip, number of men taken on trip, person in charge of trip, person riding with driver, and condition of trucks when returned by Army, signed by principal foreman; and forms: 46 (Dec. 1, 1936), Principal Foreman's Weekly Construction Report, submitted to this office by principal foreman of each CCC camp. Inclusive dates; camp no.; county in which located; dist. no.; and for each project in operation in camp: project no., symbol no. for type of work, per cent of each phase of work completed during reported period, such as securing rights of way, engineering, clearing, rough grading, finish grading, constructing and/or repairing bridges, and fire hazard reduction; total length of project as shown on plan; per cent of total work on project previously reported complete, per cent completed during reported period, per cent yet to be completed, date of beginning of work on project, and date if completed; 46 (rev. July 20, 1937), Weekly Truck Trail Construction Report, submitted to this office by principal foreman of each CCC camp. Inclusive dates of period; no. and location of camp; no. of dist. in which camp located; no. of project for which report made; report no.; length of project; and for each phase of work, such as securing rights of way, engineering, clearing, fire hazard reduction, rough grading, drainage, bridge construction or repair, and fine grading, total amount completed at beginning of week, total amount completed at end of week, amount still under construction at end of week, number man-days previously expended on work, number man-days expended on work during week, and total man-days expended on each type of work to date; total man-days expended to date on entire project; and number man-days estimated necessary for completion of project as shown on project work plan; 46-A (Dec. 1, 1936), Engineer's Weekly Report, submitted to this office by junior engineer of each CCC camp. No. and location of camp, no. of dist. in which located, inclusive dates of reported period, number of hours worked each day on each project, total length of each project, amount of each project shown on previous reports as completed, amount of each project completed during reported period, balance on each project remaining to be completed, date project began, and date if completed. See entry 585. Filed chronologically under camp no. (Rarely, official.) 9 x 12 folders, 2 ft. 5 in., in 2 drawers of wooden filing case. Main floor, S. (Bldg. B). (89)

563. WORK ORDERS, Jan. 1936 - Dec. 1937. ECW Form 38 2M Sets 1-36V, issued by supervising mechanic of this office to camp foremen authorizing them to have camp mechanics make certain repairs to articles of heavy equipment. Date of order, camp no., name of principal foreman; name, make, ECW no., motor no., Dept. of Agr. no., and mileage or hours in operation of item of equipment to be repaired; nature of repairs needed; signed by supervising mechanic authorizing repairs, and by camp mechanic and camp foreman to indicate work done. Filed numerically by camp no. (Rarely, official.) 9 x 12 folders, 10 in., in drawer of wooden filing

case. Main floor, S. (Bldg. B). (88)

564. EMPLOYEE INCOME RECORDS, Jan. 1, 1936 - Jan. 31, 1938. Form 88, Income of Employee from Federal Government. Name, marital status, office, amount of salary or wages each month in year, amount received for travel and incidental items shown on Standard Form 1012, and amount received as reimbursement for other items shown on Standard Form 1034. Space provided for keeping record for period of two years. Discontinued by agency Jan. 1938. Filed alphabetically by name of employee. (Rarely, official.) 5 x 8 cards, 5 in., in pasteboard card index tray on wooden supply cabinet. R. 102 (Bldg. A). (48)

565. LEAVE RECORD, Jan. 1, 1936 to date. Dept. Form 50 (1) Record of Annual Leave and (2) Record of Absence - Sickness and Without Pay. (1) Employee, date reported for duty, total days and hours leave available during year, record of annual leave taken during year, and total days taken, balance of annual leave forwarded to next year; and (2) Days of accumulated sick leave available during year, daily record of sickness and without pay leave during each month in year, total days sick leave taken, and number days of sick leave advanced to next year; Form AD-17A, Application for Leave - Field, by employee to this office. Name of station of employee, date of request, amount, type, and inclusive dates of requested leave, address of employee while on leave, signature of immediate superior of employee indicating recommendation for leave, signature of official authorized to approve applications for leave, date of return to duty status, and previous absence during year giving number days and hours of each type of leave taken during year, certificate of employee when applicant requests sick leave of two days or less, and certificate of attending physician when applicant requests sick leave exceeding two days. Beginning Jan. 1, 1937, these records filed alphabetically by name of employee without regard to camp no. Related to entry 556. Filed alphabetically by name of employee under camp no. (Frequently, official.) 5 x 8 cards and forms, 5 ft., in 6 pasteboard card trays and on supply cabinet. R. 102 (Bldg. A). (52)

566. VOUCHERS, Jan. 1, 1936 to date. Standard forms: 1034, Public Voucher for Purchases, and Services Other Than Personal, prepared by this office and submitted to regional office, Washington, D. C., for checking and approval; certified invoices from vendor or payee and copy of Form 942, Purchase Order, attached to voucher; 1012, Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem, submitted by employees of agency for reimbursement of expenses incurred by them in official travel. ECW Form 19-5M-8-35, Requisition for ECW Purchase (Virginia Forest Service), submitted to this office by principal foreman in each CCC camp under supervision of this office. Also correspondence of collaborator with vendors, relative to vouchers, purchase orders, and certified invoices. Related in part to entry 542. Filed alphabetically by name of individual. (Frequently, official.) 9½ x 11 3/4 folders and pockets, 36 ft., in 4 drawers of wooden and 23 drawers of steel and wooden filing cases. R. 102 (Bldg. A). (56)

567. VOUCHER RECORD CARDS, Jan. 1, 1936 to date. Form 79a (rev. May 1936). Office submitting voucher and Form 79a-b to regional fiscal agent; payee; period covered by voucher; serial no. of Form 79a-b; no.

given accompanying voucher by regional fiscal agent; transportation request no., bill of lading no., title of appropriation with its procurement authority no. from which payment of voucher to be made, amount of voucher submitted, and amount paid; and portions of total amount of voucher charged to each suballotment or project, with activity no. When this office submits to regional fiscal agent vouchers for its unpaid obligations, it prepares Form 79a-b to accompany each voucher. Form 79-b, classification of expenditures, detached and retained in regional office, and on payment of voucher, Form 79a returned to this office stamped "paid". Related to entry 560. Filed numerically by serial no. of form. (Frequently, official.) 5 x 8 cards, 3 ft. 11 in., in 5 pasteboard card index trays placed on top of steel and wooden filing cases and on shelf in closed wooden cabinet. R. 102 (Bldg. A). (60)

568. INTRA-CAMP PROPERTY TRANSFER RECORDS, Jan. 1936 to date. ECW form 18-10M-8-35V, Transfer of Property. Name, title, and office address of person authorizing transfer; name, title, and office address of person to whom transfer to be made; quantity and names of articles transferred; name and office address of person receiving articles, with date of receipt. Also Form 874-16 (rev.), Transfer of Property, with same information as Form 18. Form 18, modeled on Form 874-16 of most of Forest Service offices, used by collaborator until about Apr. 1938, when he discontinued Form 18, and adopted Form 874-16. Filed chronologically. (Frequently, official.) 9½ x 10 3/4 pockets, 6 x 9 loose-leaf book, and 5½ x 8½ bundle, 10 in., in drawer of steel filing case, and on steel filing case. R. 102 (Bldg. A). (97)

569. TIMBER STAND IMPROVEMENT - PLANTING PROJECT FILES, Jan. 1936 to date. Unnumbered forms: Application for the Establishment of Forest Tree Planting Demonstration Areas on Privately Owned Property. Place and date of application, number of acres in which demonstration project to be located, location of property, conditions to which applicant subject if application accepted, and signature and mailing address of applicant; Cooperative Agreement - CCC Forest Tree Planting Demonstration. Date of agreement, parties to agreement, statement of conditions to which both parties subject, and signatures of parties; Record of CCC Demonstration Tree Planting Project in three parts. (1) Application: Name, address, and telephone no., if any, of applicant for cooperative work, distance and direction of area from nearest town or post office, date of application, extent of demonstration area for which application made, date application approved or disapproved, signed by official authorized to approve or disapprove; (2) Report of examiner. Name and title of examiner, date of examination, type of soil of proposed area, distance from nearest CCC forestry camp, camp no. and location, species of trees recommended for planting with ages and nos. of each, and additional remarks and recommendation of examiner; (3) Planting Record. Date of each planting, area planted, planting methods employed, soil condition at time of planting; name, age, number, and source of trees planted, and official supervising work; correspondence of collaborator with cooperator, county agricultural extension agents, principal foremen of camps, state foresters, and regional office relative to features of tree planting work; also in addition to records for each cooperator, narrative itineraries of employees engaged in promoting and supervising work, submitted to this office twice a month. Filed alphabetically by

name of cooperator. (Frequently, official.) 9 x 12 folders, 10 in., in drawer of wooden filing case. R. 102 (Bldg. A). (62)

570. TIMBER STAND IMPROVEMENT PROJECT FILES, Jan. 1936 to date. Correspondence of collaborator with applicants relative to phases of applications and work done under applications; and with regional office, state foresters, and principal foremen of camps relative to cooperative work; and unnumbered forms: Application for the Establishment of Stand Improvement Demonstration Area on Privately Owned Property. Place and date of application, conditions to which applicant agrees if application accepted, location of applicant's property and distance and direction from nearest post office, total number acres of timberland in tract, classification of property as farm timberland or nonfarm timberland, signed by applicant; rough manuscript map of tract on which work to be done, attached to application; Cooperative Agreement - ECW Timber Stand Improvement Demonstration. Date of agreement, parties to agreement, statement of work to be done by CCC, statement of conditions to which cooperator agrees, signed by cooperating parties; treatment record. Name of private landowner, location of property on which work to be done, demonstration area no., number of acres and types and species of timber in area, classification of timber stand, physical condition of stand, improvement measures recommended, number of seedlings or transplants needed, and estimated number of man-days needed to perform work; Office Record of Timber Stand Improvement Work. Name and address of landowner applying for demonstration work in timber stand improvement, location of timberland on which work requested, date collaborator received application, date timberland examined, total number acres in entire tract, number demonstration areas to be treated, estimated number of man-days required to complete work, and record of approval or disapproval of application with date; and occasionally Form 211-R-7, Comprehensive Work Inventory - Project Sheet (State). Dist. no. and name of forest (usually private) in which work to be done, no. and location of CCC camp to do work, project name and classification with priority ranking, number of work units in project, number man-days per unit, description and justification of project, estimate of labor requirements and costs, proposed distribution of work on project by years with percentage of total to be done each year, months during which work to be done, equipment and material necessary to do work, signed by official proposing and approving work with dates. Filed alphabetically by name of cooperator. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. R. 102 (Bldg. A). (61)

571. PURCHASE ORDER REGISTER, May 1936 - June 30, 1937; July 1, 1938 to date. Date, no., and amount of order, camp no. for which order made, and name of vendor. Entered chronologically. (Frequently, official.) 7½ x 12 vols. (2), 1 in., in drawer of wooden filing case. R. 102 (Bldg. A). (96)

572. OLD FISCAL FILES, July 1, 1936 - June 30, 1937. Correspondence of collaborator with principal foremen of CCC camps, dist. foresters, officials of regional office, Washington, D. C., private vendors, employees of this agency, persons in charge of carriers handling freight for this agency, and officials of other Govt. offices; copies of mimeographed circular letters sent out from regional office to this office and from this office to CCC camp foreman; general schedules of supplies issued

by Procurement Section of Treas. Dept.; copies of leases between War Dept., representing Govt., and private owners of land needed for camp sites; mimeographed lists of surplus property available for transfer from other Govt. agencies; and forms: ECW 19-5M-2/35, Requisition for ECW Purchases; 668, Requisition and Invoice, which appears to have superseded ECW 19-5M-2/35 June 1937; 942 (rev. June 1935), Purchase Order; 137-R-7, Monthly Inventory of Heavy Equipment; ECW 5 (rev. Oct. 18, 1935), Certificate of Receipt; 540-C (FA-Allotment), Allotment Increase or Decrease; 536 (rev. Feb. 1934), Authorization - Individual (Per Diem); ECW 9-2M (rev. Apr. 1, 1935), Monthly Property Inventory; 858, Property Lost or Damaged - Certificate of Member Responsible for Occurrence; 176-R-7, used to report on unserviceable surplus property in possession of camps; ECW 18-10M-8-35V, Transfer of Property, submitted when Govt. property transferred between camps; Form 939 (rev. Jan. 1936), Transfer of Property, record of Govt. property transferred from this office to camps and vice versa, or of property transferred from this office to other Govt. agencies; ECW 16-1M Sets-3-34, Requisition for Supplies; ECW 590, Obligations Report; ECW Finance 10 (rev. Apr. 1, 1937), Monthly Financial Statement ECW Funds, superseding ECW 590 Apr. 1937; 330, Property Return; 44-R-7 - State (rev. Apr. 1936), State Financial Statement; 79-a, Voucher Record Card; ECW 26 8-35 2M, Truck Repair Costs; ECW 27-8-35 2M, Heavy Equipment Repair Costs. Standard forms: 1058, Government Bill of Lading; 33, Invitation, Bid, and Acceptance (Short Form Contract); 36, Standard Government Form of Continuation Schedule for Standard Form 31 or 33; 1036 (rev.), Statement and Certificate of Award; 1064, Schedule of Disbursements; and unnumbered forms: Warehouse Invoice and Receipt; and Request for Supplies and Equipment. Files originated through activities of Div. of Fiscal Control in connection with purchase of equipment and supplies, issue of equipment and supplies to offices and CCC camps under supervision of this office, allotments for camp activities, audits of fiscal records of this office by auditors of regional office, disbursements, property accounting, and reports. Related in part to entries 543 and 581. Filed by subject. (Occasionally, official.) 9 x 12 folders, 7 ft., in 4 drawers of wooden filing case. R. 102 (Bldg. A). (68)

573. EQUIPMENT REPORTS, July 1, 1936 to date. Submitted to this office by principal foremen of CCC camps. ECW Form 44, Individual Equipment Cost Record, monthly. Make, type, and ECW no. of items of equipment repaired; no. of camp at which located; inclusive dates of period covered by record; date, description, and cost of repair, previous costs of repairs, and grand total cost of repairs to end of reported period; forms: 143-R-7, Monthly Fleet Report. Make and type of each truck, car, tractor, and similar items of equipment in camp; operation record of each for month and to date, number of hours consumed in repairing each item during month and to date, and rating of item on date of report; 144-R-7, Monthly Inspection Report on each item of automotive equipment in camp; Form 644, Summary of Issues - Gasoline, Oil, and Grease, semimonthly; 145-R-7, Quarterly Inspection and Repair Record of each item of automotive equipment in possession of this agency and its subdivisions. Filed chronologically under camp no. (Frequently, official.) 9 x 12 folders, 10 ft. 11 in., in 7 drawers of steel and wooden filing cases. R. 102 (Bldg. A). (58)

574. SALARY RECORD CARDS, July 1, 1936 to date. Form 21c (rev.),

Salary Record - Special (Individual). Name of employee; date and manner of appointment; grade; effective date of appointment; date entered on duty; salary rate, amount of gross monthly salary, amounts of deductions for retirement and for quarters, if any, and net amount of monthly salary; station of duty to which assigned; date of oath; pay roll no., gross salary earned, amounts of deductions in salary for retirement and quarters, and net salary paid for each pay roll period of each month; record of leave without pay showing inclusive dates of such leaves and total number days taken; record of commissary payments made by employee; list of commercial identification cards of employee, with no. of each card; and list of Govt. identification cards in possession of employee showing Forest Service no., Dept. of Agr. no., travel no., and motor no. Filed alphabetically by name of employee. (Frequently, official.) 7½ x 9½ cards, 10 in., in pasteboard card index tray on wooden filing case. R. 102 (Bldg. A). (47)

575. BRIDGE RECORDS, July 1936 - Mar. 1938. Engineering Form 5, Bridge Survey Data. Camp no. and location; date data prepared; no. of bridge for which data submitted; no. of project in which construction of bridge necessary; stream to be spanned, and drainage area of stream; general topography of land, type of cover on land, and type of soil at bridge site; information disclosed by soundings at bridge site; waterway area in sq. ft. of nearest downstream bridge, general description of downstream bridge, and its clearance above high water; also recommendations relative to proposed bridge giving waterway area in sq. ft., length of spans, skew angle, if any, at which bridge set to road or trail, proposed changes to channel of stream at bridge site, clearance of bridge over bed of stream and over high water mark, type of superstructure to be used, type and height of abutments, elevations of bridge seat and of footings; and pertinent remarks; ECW Form 40, Requisition for Bridge Materials, made to this office by camp foreman. Camp no., date of requisition, bridge no., no. of truck trail project on which bridge located, stream to be spanned, length of span of bridge, skew angle, if any, at which bridge set, type of superstructure; type and size of abutments; type and size of substructure, type of paint or other preservative to be used, remarks, lists of vendors to whom invitations for material bids to be sent, signature of camp foreman submitting requisition, signature and title of official recommending approval of requisition, and signature and title of official approving requisition. Correspondence of collaborator with principal foremen of CCC camps, state inspector of CCC, and regional office relative to matters connected with construction of bridges; and circular letters from this office to principal foremen of camps relative to these matters. When requisition for bridge materials submitted, this office apparently makes reference to lists it has compiled of materials and supplies necessary to construction of particular type of bridge shown on requisition. No specific listing of supplies and materials necessary is shown on requisition itself. Lists of vendors shown on requisition consist chiefly of names of farmers and storekeepers, in vicinity of proposed bridge, from whom timbers and other materials may be secured. Filed numerically by camp no. (Occasionally, official.) 9 x 12 folders, 6 in., in drawer of wooden filing case. 2d floor, SE. (Bldg. A). (79)

576. MISCELLANEOUS REGISTER RECORDS, July 1936 to date. Receipts

Register of all funds collected by this office and transmitted to regional office, Washington, D. C. No. of letter of transmittal accompanying remittance to regional office, date of transmittal, person or concern making remittance to this office, amount, reason, regional fiscal agent's schedule of receipts no. on which receipt by regional office shown, and date of receipt of remittance in regional office; Collections Pending, record of collections due this office. Date due, person from whom collection due, amount, explanation or reason, and date of receipt; Stamp Record of stamps purchased by this office and used on mail which could not be franked. Date, description of contents of mail, number of packages, total weight, monetary value of stamps used on packages, and value of stamps on hand after shipment; Identification Cards issued to employees. Date cards received in this office, no. of book of cards, person to whom issued, date of issue, and date book returned to this office; Tax Exemption Certificates, received and issued by this office. Date book of tax exemption certificates received, book no., inclusive nos. of certificates in book, employee to whom issued, date issued by this office and date returned; and Requests for Transportation received and issued by this office. Date book of transportation requests received, book no., inclusive nos. of transportation requests in book, employee to whom issued, date book issued by this office, and date returned. Arranged chronologically. (Frequently, official.) 9½ x 11½ loose-leaf book, 1 in., in drawer of wooden desk. R. 102 (Bldg. A). (101)

577. TRUCK TRAIL SPECIFICATIONS, July 1936 to date. Form MR-1 (rev.), Truck Trail Specifications. Date form prepared; name and location of camp for which prepared; name, no., size, and type of project; list of heavy equipment to be used; name of staff member making survey of project, with date of survey and method followed; method of staking followed in survey; methods to be followed in execution of project in grading, clearing, brush and timber disposal, drainage, and construction of curves; type of surfacing to be used on trail; structures to be built; name and title of person responsible for supervision of work; general remarks; and drawings showing typical grading sections in trail; Engineering Form 5 (rev.), Bridge Survey Data, submitted to this office by junior engineer of CCC camp for approval and suggestions. Camp no. and location; date data prepared; no. of bridge for which data submitted; no. of project in which construction of bridge necessary; stream to be spanned by bridge, and drainage area of stream; general topography of land, type of cover on land, and type of soil at bridge site; information disclosed by soundings made at bridge site; waterway area in sq. ft. of nearest downstream bridge, general description of downstream bridge, and its clearance above high water; also recommendations relative to proposed bridge giving its waterway area in sq. ft., length of spans, skew angle, if any, to road or trail, proposed changes to be made in channel of stream at bridge site, clearance of bridge over bed of stream and over high water mark, type of superstructure to be used, type and height of abutments, and elevations of bridge seat and of footings; pertinent remarks; and initials of persons recommending approval of data, checking data, and approving data. Correspondence of collaborator with principal foremen, junior engineers, and inspector of camps, state inspector of CCC, and regional office relative to truck trail specifications and bridge data; and lists of private landowners from whom agreements obtained before construction of truck trails on private

lands began. Filed numerically by camp no. (Frequently, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of steel filing case. 2d floor, SE. (Bldg. A). (73)

578. REPORTS, Aug. 1936 to date. CCC forms: 51, Record of Truck Driver, submitted by principal foreman of camp when truck drivers changed. Camp no.; person to whom road test given, with date of test and name of examiner; type and date written examination given, with name of examiner and grade made on examination; date of camp supt's. approval of person as driver; date permit issued; date revoked if revoked; and date canceled permit returned if canceled; 52, Record of Blaster, submitted by principal foreman of camp when blasters changed, essentially same information as for truck drivers; ECW Form 48, Monthly Inventory of Culvert Pipe, Drill Steel, Etc., submitted by principal foreman of camp; forms: 46 (rev. July 20, 1937), Weekly Truck Trail Construction Report, submitted by principal foreman of camp. Inclusive dates of period reported; no. and location of camp; dist. no. in which camp located; no. of project for which report made; report no.; length of project; and, for each type of work, such as engineering, clearing, fire hazard reduction, rough grading, drainage, bridges, fine grading, and topping, total amount completed at beginning of week, amount completed at end of week, amount under construction at end of week, number of man-days previously expended on work, number of man-days expended on work during week, total man-days expended on each type of work to date, and total man-days expended to date on entire project; also number man-days necessary for completion of project as shown on project work plan; 46 (Dec. 1, 1936), Principal Foreman's Weekly Construction Report. Report no.; no. and location of camp; dist. no.; inclusive dates of reported period; no. of project, symbol no. for general type of work carried on, percentage of work on each part of project completed during week, total length of project, percentage of entire project previously reported as completed, percentage of entire project reported completed this week, percentage of entire project incomplete on date of report, date project started, and, if completed, date; 46-A (Dec. 1, 1936), Engineer's Weekly Report, submitted by junior engineer of CCC camp. No. and location of camp; no. of dist. in which located; inclusive dates of period reported; number of hours worked each day on project; total length of project; amount of project shown on previous reports as completed; amount of project completed during period reported; balance of project remaining to be completed; date project began; and, if completed, date. Engr. forms: 1, Staff Inspection - Engineer's Inspection Report, usually submitted at monthly intervals by staff inspector. Staff member making report; date and time of his arrival in and departure from camp; no. of camp inspected; date of last inspection; names of and comments on supervisory personnel, company officers, and enrolled personnel; comments on cooperation between Forest Service and Army and on conduct of office routine; condition of tools and supplies; lists of trucks and condition of each; lists of heavy equipment and condition; regulations regarding use and manner of handling explosives; also narrative comments on project and recommendations relative to work; 3, Staff Inspection - Engineer's Short Inspection, usually submitted semimonthly on some particular phase of activities of camp. Staff member making report, particular phase of activities of camp inspected, location of camp at which inspection made, date of inspection, brief statements of work accomplished by inspector,

insturctions left with principal foreman of camp, and recommendations of inspector to collaborator; unnumbered form, State ECW Inspection Report - Office Division and Forms, submitted annually. No. of camp inspected; date and hour of arrival in and departure from camp; and record of findings of inspector in his check of files for records and forms supposed to be maintained; and copies of narrative report sent this office by state inspector of CCC, prepared following his inspection of camp. Organization, work program, plans of work, methods of supervision and inspection by camp supervisory personnel, methods and practices of financial control, camp and office management, maintenance of and accounting for supplies and equipment, educational programs in operation, work projects, fire control, and manner of cooperation with Army. Correspondence of collaborator with principal foremen, junior engineers, and state inspector of CCC relative to matters concerning reports. Filed by no. or title of report under camp no. (Frequently, official.) 9 x 12 folders, 4 ft. 5 in., in 3 drawers of steel filing case. 2d floor, SE. (Bldg. A). (71)

579. WORK PLANS FOR 8TH, 9TH, 11TH, AND 12TH WORK PERIODS, Oct. 1, 1936 to date. 8th and 9th period plans for each camp under supervision of collaborator: Summary of Estimated Costs, prepared annually; truck trail construction - specification sheet; plans for projects other than truck trails; recapitulation sheet for all projects or work for which plans have been submitted; sketches and drawings of projects; maps showing progress made toward completing projects; ECW Form 39, 10M 12-36, Agreement to Construct a Forest Truck Trail, made between agency and private landowners when trail to cross or be located on private property; and record of modification in work plans on Supplement To_____Period. 11th and 12th period plans: Form 211-R-7 (Jan. 1, 1938), Comprehensive Work Inventory - Project Sheet - State; Summary of Estimated Costs; sketches and drawings of projects; maps showing progress made toward completing projects; ECW Form 39, 10M 12-36, Agreement to Construct a Forest Truck Trail; and supplements to work plans on Form 211-R-7. 8th period, Oct. 1936 - June 30, 1937; 9th period, July 1937 - June 30, 1938, included what would ordinarily have been 10th period; 11th and 12th periods considered as unit began Apr. 1938 (overlapping 9th period) and will be concluded Mar. 31, 1939. Filed chronologically under camp no. (Frequently, official.) 9 x 12 folders and 9½ x 11 3/4 pockets, 5 ft. 9 in., in 3 drawers of steel filing case. 2d floor, SE. (Bldg. A). (72)

580. STOCK RECORD CARDS, Feb. 1937 to date. Form 637, Warehouse Stock Record. Name, size, and description of article; invoice or purchase order no. under which secured; date and number received; number on hand before issue; date of issue, number issued, balance on hand after issue, and no. of camp or name of office to which issued. Filed alphabetically by name of article. (Frequently, official.) 5 x 8 cards, 10 in., in pasteboard card index transfer case on wooden table. Main floor, N. (Bldg. B). (94)

581. A - FILES, FISCAL CONTROL, July 1, 1937 to date. Correspondence of collaborator with principal foremen at CCC camps, state inspector of CCC, officials of regional office, Washington, D. C., dist. foresters, Forest Service, forest supervisors, private claimants, U. S. Employees

Compensation Commission, and various companies and individuals; copies of bulletins and circular letters from this office to camps; memoranda and circular letters from regional office to this office; general schedules of supplies, printed and distributed by Procurement Div. of Treas. Dept., listing names of companies from whom purchases of various items may be made; mimeographed statistical data sent out from regional office to this office for general information; and forms: 540 (rev. Apr. 1937) FA-Allotment, Allotment Notice; CCC Finance 10 - Part 4 (rev. July 1, 1937), Civilian Conservation Corps (Monthly Financial Statement of Funds) Report of Obligations; 858 (rev. May 1938), Property Lost or Damaged - Certificate of Member Responsible for Occurrence; 634 (rev. Oct. 1936), Stores Invoice and Receipt; 644, Summary of Issues - Gasoline, Oil, and Grease; 44-R-7-State (rev. Apr. 1936), State Financial Statement; S-69, Public Voucher for Services and Supplies of Hospitals and Physicians - U. S. Employees Compensation Commission; 861-R-7 (rev. Oct. 1931), Letter of Transmittal; 536 (rev. Feb. 1934), Authorization - Individual (Per Diem). Standard forms: 26, Driver's Report - Accident - Motor Transportation; 27, Investigating Officer's Report - Accident - Motor Transportation; 28, Claim for Damages - Accident - Motor Transportation; 33, Invitation, Bid, and Acceptance (Short Form Contract); 36, Standard Government Form of Continuation Schedule for Standard Form 31 or 33; 1036 (rev.), Statement and Certificate of Award; 40, Contract for Telephone Service; 1058, Government Bill of Lading; 1064, Schedule of Disbursements; and Dept. Form 24, Claim for Loss of or Damage to Private Property. CA forms: 1 (rev. Apr. 27, 1929), Employee's Notice of Injury and Original Claim for Compensation and Medical Treatment; 2 (rev. June 15, 1929), Official Superior's Report of Injury; 3 (rev. June 3, 1925), Report of Termination of Total or Partial Disability; 4 (rev. July 19, 1927), Claim for Compensation on Account of Injury; 8 (rev. June 25, 1932), Claim for Continuance of Compensation on Account of Disability; 16, Request for Treatment of Injury under the U. S. Employees Compensation Act; 32, Report on Hernia; and unnumbered form, Statement of Witness (Accident - Motor Transportation); and Monthly Time Report - State CCC (Supervisory, Facilitating, and Skilled Workers). Files originated through activities of Div. of Fiscal Control in connection with accounting, claims for damage to public and private property, compensation for injury, costkeeping, collections of amounts due Govt., disbursements of public funds, leaves of absence, inspection of accounts, activities and records of this office, and administrative supervision of fiscal control policies, activities, and procedure. Related in part to entries 543 and 572. Filed by subject. (Frequently, official.) 9½ x 11 3/4 folders, 8 ft. 6 in., in 6 drawers of steel and wooden filing cases. R. 102 (Bldg. A). (70)

582. CAMP REQUISITIONS, July 1, 1937 to date. To this office, by principal foremen of CCC camps for supplies and equipment. ECW Form 19-5M-2/35, Requisition for ECW Purchases. Date and no. of requisition; no. or name of camp or office to which supplies or equipment to be shipped; quantity of each item requested, name, description, unit price, and total cost; concern from which purchase to be made; purchase order no.; signed by requisitioning official. Form 668, Requisition and Invoice. Date and no. of requisition; name and title of person making requisition; name of camp needing articles; appropriation to be charged with cost of articles; and quantity, name, description, unit, unit price, and total cost of each item requested; also total cost of requisition. Form 668, Requisi-

tion and Invoice, used at present time; superseded Form 19 Sept. 1937, but because camps continued to use Form 19 until supplies were exhausted no definite date can be given for change from one form to the other. Filed numerically by requisition no. under camp no. (Frequently, official.) 9½ x 11 3/4 folders, 3 ft., in drawer of wooden, and in drawer of steel and wooden filing cases. R. 102 (Bldg. A). (59)

583. PROPERTY INVENTORIES, July 1, 1937 to date. ECW Form 9 (rev.), Semiannual Physical Inventory, submitted by principal foremen of camps to this office. Date of inventory; no. and location of camp at which made; inclusive dates of period covered by inventory; and number of each item on hand at end of last reported period, number received during reported period, number transferred or disposed of during period, total number on hand at time of inventory, number charged to camp as shown on Property and Stores Record, and number of any surplus or deficient items; also special information on nonexpendable property, such as automobiles, trucks, compressors, and drills, giving make, type of model, and serial and motor nos. Closing date of last inventory June 30, 1938; closing date of next inventory to be received from camps is Dec. 31, 1938. Filed chronologically under camp no. (Occasionally, official.) 8½ x 14 loose sheets, 10 in., in drawer of steel filing case. R. 102 (Bldg. A). (102)

584. PROPERTY AND STORES RECORD, July 1937 to date. Of articles issued by collaborator to CCC camps under his supervision. Form 331 (rev. Aug. 1935), Property and Stores Record, separate form for each different item of property. Name, description, and size of item; number for which collaborator responsible before purchase made; date of receipt of items purchased; and identification no. of voucher assigned by this office and inserted on form on return of file copy after payment made; serial no. of purchase order; office (collaborator) to which cost of items charged; number and cost of items purchased; total number and total cost value of all items for which office responsible; number of items issued by office in each CCC camp; and in some instances, designation of fund from which purchase made. White Form 331 used for nonexpendable property, blue for expendable, and salmon for semiexpendable. Arranged alphabetically by name of article. (Frequently, official.) 5½ x 11 and 13½ x 17 loose-leaf books (2), 8 in., on desk and on steel filing case. R. 102 (Bldg. A). (53)

585. TRUCK LOAN REQUESTS, July 1937 to date. ECW Form 17 (rev.), Request for Loan of Forest Service Trucks, submitted to principal foreman of CCC camp by Army officer in camp and later sent to this office by principal foreman. Date of request; foreman to whom made and camp no.; number of trucks desired, purpose of trip to be made with trucks, and names of persons to be in charge of trucks during period of loan, signed by officer making request; also record of action taken on request by principal foreman, and number of Army trucks used on trip if granted, number of Forest Service trucks lent for trip with tag no. of each truck, approximate mileage of round trip, number of men taken on trip, name of person or of officer responsible on trip, names of persons riding with drivers, and condition of Forest Service trucks on return, signed by principal foreman. See entry 562. Filed chronologically under no. of camp. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. 2d floor, SE. (Bldg. A). (74)

586. FORM 12, Apr. 1, 1938 to date. CCC Form 12 (rev. July 26, 1937), Work Sheet for Obtaining Information Necessary for Section O, Lines 1a, 2b, and 5, Section P, Line 1, and Section R on Form 7, submitted monthly to this office by principal foreman of each CCC camp. Average daily number respectively of supervisory, facilitating, and skilled members of personnel on pay roll during month; average daily total number of enrollees in camp; average daily number used on projects; average daily number of enrollees not used on projects because of bad weather, and not used for other reasons; average daily number of men retained by camp commander; average daily number of enrollees sick, away with leave, and away without leave; totals of these items for monthly period; monthly average for each item; signed by principal foreman submitting report with date of submission. This form used to check Form 7, Monthly Progress Report, also submitted by principal foreman to this office, before Form 7 transmitted by this office to regional office. See entries 536, 537, and 557. Filed chronologically. (Frequently, official.) 8½ x 14 loose papers, 2 in., in drawer of wooden filing case. 2d floor, SE. (Bldg. A). (75)

HARRISONBURG

GEORGE WASHINGTON NATIONAL FOREST
FOREST SUPERVISOR

(A) National Bank, Main and Market Sts.
(B) Post Office and Court House, Main and Elizabeth Sts.

This office was established in 1918, but the acquisition of land under the Weeks Forestry Law of March 1, 1911, comprised in the George Washington National Forest, was begun in that year. First there were "purchase units", as is customary under the United States Forest Service; later the Shenandoah National Forest was established; then the Natural Bridge National Forest; and finally the George Washington National Forest, which contains what was formerly called Shenandoah and Natural Bridge national forests. Thus a United States Forest Service office in this section dates back to around 1911; the date 1918, given for the establishment of the office is merely the date on which it was moved to the city of Harrisonburg. Important records are said to be complete. As the temporary service offices of the title attorneys established under the Office of the Solicitor, Department of Agriculture, Washington, D. C., to examine and report title to land purchased by the Forest Service for administration as national forests are moved about the country certain records are carried with them, and when the office is abolished the abstracting records are released to the forest supervisor in charge of the national forest in which the acquired land is located. The abstracting records from the office of the Title Attorney at Roanoke, which was abolished in 1937, are in this office and the office of the Forest Supervisor of the Jefferson National Forest at Roanoke. Since the Office of the Title Attorney at Roanoke was abolished the actual work of preparing abstracts of titles to lands in the various national forests is now performed by abstractors attached to the Forest Service, but the work of reviewing the

abstracts after they have been prepared by the abstractors is performed by title attorneys in a field station of the Office of the Solicitor in Washington, D. C. Prior to 1936 routine general correspondence, vouchers and related financial records, and similar papers held to be of no further use were destroyed, but the office has no definite policy for destroying such records. When an employee leaves the service his personnel folder is transferred to closed files of the Regional Office in Washington. Apart from these records no archives have been sent to Washington for preservation. The activities of the ranger district offices which are responsible to the forest supervisor are detailed in official reports to the supervisor and in correspondence with his office. Ranger district offices were located at Bridgewater, Rockingham County; Buena Vista, Rockbridge County; and Staunton, Augusta County, when the records of the supervisor were surveyed. The survey was completed on May 12, 1938.

587. ABSTRACTS, 1911 to date. Complete though concise histories written by title attorney of titles to lands which Govt. purchased to compose George Washington National Forest. To whom and when original grant of which tract is portion was made; successive conveyances by which each owner obtained title; acreage, boundaries, improvements recorded under name of each successive owner; all deeds of trust, liens, judgments, taxes, or other encumbrance recorded under name of each successive owner; record of Govt's. own survey; statements of title attorney as to whether Govt's. survey reveals overlapping grants; and opinions of title attorney as to exact state of title. Attached to abstract, or placed in pocket with it, and considered part of it, are true copies of wills and other documents affecting ownership of tract or any part of it, certification of Forest Service Land Examiner that every grant to tract included in Govt's. survey was examined; certifications of title attorney and assistant that abstract complete history of title; certifications of title attorney and assistant that tract is on this date free and clear of all tax assessments, deeds of trust, judgments, and other liens; copy of Govt's. purchase agreement with owner; correspondence of title attorney with forest supvr., owner of tract, and Washington title attorney; and forms: 594 (rev.), Proposed Purchase of Forest Lands Under the Provisions of the Acts of March 1, 1911, and June 7, 1924. Tract no. and location, name of owner, description of land, areas claimed by owner and areas determined by survey, statement of reservations and exceptions made by owner, location and name of nearest shipping point, conditions of roads leading to tract, name of agency or office abstracting title to tract; number of acres of merchantable, unmerchantable, and young growth timber; summary of appraised values of tract and salable products; prices approved by National Forest Reservation Commission for adjoining or nearby tracts, and detailed analysis of elements of value with appraisal of soil, young growth nonappraisable for timber, saw timber, and timber products; 1009 (rev.), Option. Names of owners of tract, length of option given Forest Service on tract, location and brief description, and statements of conditions to which option subject; and 60-R-7, Certificate of Possession, certification of Forest Service employees who made surveys of tract that tract owned and possessed by person or persons who offered it for sale to Forest Service. Abstracts transferred to this office from office of title attorney in Roanoke, Va., Mar. 1938. Covered by indexes, entries 589, 590, 596, 597, 598, 599, 605, 606, 614, and 615. Filed alphabetically by name of person from whom land purchased. (Frequently, official.) 9½ x

11 3/4 and 9½ x 14 7/8 pockets, 65 ft. 4 in., in 39 drawers of steel and wooden filing cases. Soiled and worn. R. 102 (Bldg. B). (184)

588. L - FILES, DIVISION OF LANDS ACQUISITION, DIVISION OF NATIONAL FOREST PLANNING AND ESTABLISHMENT, AND PRIOR TO JANUARY 1, 1938, DIVISION OF RECREATION AND LANDS, 1911 to date. Correspondence of forest supvr. with regional office, Washington, D. C., offices of rangers, title attorneys, companies, and individuals; circular letters and memoranda from regional office; plans of work relative to acquisition of lands, listing lands available for purchase from reserve, lands to be examined for purchase or for exchange; lists of tax deeds to lands in various counties in Forest; maps and blueprints of tracts; forms: 594-a, Summary of Lands Recommended for Purchase; 594 (rev. July 1933), Proposed Purchase of Forest Lands Under the Provision of Acts of March 1, 1911, and June 7, 1924; 7-D7, Memorandum for Division of Accounts and Disbursements; 60-R-7 (rev.), Memorandum for Forest Supervisor Regarding Possession; 1009 (rev. June 1933), Option; 1021 (rev. Mar. 1930), Acquisition Examination Report; 1000 (rev. July 1937), Proposal for Sale of Land; 446b-R-7 and 9, Gross, Alienated, and Net Areas of Lands Within Forest Boundaries by States and Counties; 202-R-7, Trespass Memorandum; 618-b (Ogden 4-7-23-500), Law Enforcement; 432, Prospecting Permit; 433, Mining Permit; 832 (rev. Nov. 1933), Special-Use Permit; 866, Special-Use Application; 964, Report on Applications for Special-Use Permits and Rights of Way; and 399, Report on Conditions of Special-Use Area; and unnumbered form, Quarterly Acquisition Report. Files originated through activities of (1) Div. of Lands Acquisition in connection with acquisition of land for Forest, inspection of land, sales of Forest land, compilation of statistics, establishment of land status, study projects, and administrative supervision of activities; (2) Div. of National Forest Planning and Establishment in connection with establishment of national and state forest boundaries, cooperative activities, and planning of ultimate boundaries of Forest; and (3) Div. of Recreation and Lands in connection with claims made by private parties to titles of land in Forest, classification of lands, improvements of recreational nature, administration of recreational and land activities, and occupancy trespass cases. When U-Files, Div. of Recreation and Lands, set up on Jan. 1, 1938, no records pertaining to recreation and lands removed from L-Files, Div. of Land Acquisitions and Div. of National Forest Planning and Establishment. Land Acquisition section covered by indexes, entries 589, 590, 596, 597, 598, 599, 605, 606, 614, and 615. Filed by subject. (Frequently, official.) 9 x 12 folders, and 9½ x 11¼ pockets, 63 ft. 9 in., in 37 drawers of steel and wooden filing cases. R. 509. (132)

589. OWNERSHIP INDEX-ALPHABETICAL-POTOMAC, July 1911 to date. Form 1019. Name and address of former owner, tract no., latitude and longitude, and pertinent remarks; also Form 1019 (rev. Oct. 1927), with essentially same information. Partly covers entries 587, 588, and 592. Filed alphabetically by name of former owner. (Occasionally, official.) 4 x 6 cards, 9 in., in drawer of steel and wooden card cabinet. 6th floor, NE. (Bldg. A). (181)

590. OWNERSHIP INDEX-NUMERICAL-POTOMAC, July 1911 to date. Form 1020. Tract no., name and address of owner, map index no., name of

person making report, date and type of report, location of tract, description of watershed, quality of soil, types and condition of timber, acres in tract, and value per acre; tabulations indicating whether tract purchasable, tenanted, or untenanted; and remarks; also Form 1020 (rev. Oct. 1931). No of tract, latitude and longitude, unit in which located, name and address of owner, and pertinent remarks. Partly covers entries 587, 588, and 592. Filed numerically by tract no. (Occasionally, official.) 4 x 6 cards, 10 in., in drawer of steel and wooden card cabinet. 6th floor, SE. (Bldg. A). (176)

591. OBSOLETE PROPERTY RECORDS, Dec. 1911 - 1927; 1931 - June 1936. Form 331 (rev. Apr. 22, 1912). Name and brief description of article, date of transfer, transfer no., from whom and to whom transferred, number of articles transferred, number on hand after transfer, employee held responsible for articles, and number for which employee held accountable; Form 331 (rev. Feb. 1922). Same information as on Form 331 (rev. Apr. 22, 1912) with addition of unit cost or value of article; unnumbered form, property record card of heavy equipment. Name and make of article of heavy equipment, model, serial no., cost, title of fund from which purchased, date of purchase, amount of previous rental paid; and yearly record by month: activity or project on which used, miles run or hours in operation, operating cost per mile or per hour, amount of rental, and remarks; unnumbered form, Equipment Operation Card. Name and make of article, number of hours operated each month in year, cost of operation per hour, total cost per month and year. See entry 663. Filed alphabetically by name of article. (Never.) 5½ x 8½ and 6 x 9 bundles, 2 ft. 3 in., on wooden shelf. Dirty. Attic (Bldg. B). (195)

592. ACQUISITION CASE RECORDS, ACTIVE AND INACTIVE, 1912 to date. Form 1005 (rev.), no title. Name and address of owner of land when acquisition proceedings instituted, forest unit in which land located, county and state of location, number of acres, owner's estimate of value per acre, persons making technical report on tract, date, number of acres covered by report, valuation per acre, and prices per acre recommended and authorized; date option signed, number of acres included, agreed purchase price, date of expiration of option, summary of reservations and exceptions included; date National Forest Reservation Commission approved purchase plan, and number of acres, price per acre, and total price for tract approved; date of survey of tract, person making survey, number of acres in tract shown by survey, price per acre, and total price; date and place deed recorded, deed book no., page on which recorded; date payment made, date control of tract assumed; and in some instances date condemnation petition filed, date decree entered, and date payment made and control of tract taken. Ready reference to entries 587 and 588. Covered by indexes, entries 589, 590, 596, 597, 598, 599, 605, 606, 614, and 615. Filed alphabetically by name of owner of land at time of institution of purchase proceedings. (Occasionally, official.) 5 x 8 cards, 2 ft. 1 in., in 3 drawers of steel and wooden card cabinet. 6th floor, NE (Bldg. A). (173)

593. ACREAGE INDEX TO GRANTS, 1912 to date. Name of person to whom grant made, number of acres, general section of forest in which grant located, specific section, date of original survey, and file no. and work

sheet no. of grant. Index covers entry 595. Filed numerically by acreage. (Frequently, official.) 4 x 6 and 5 x 8 cards, 3 ft. 5 in., in 5 drawers of steel and wooden card cabinets. R. 100 (Bldg. B). (208)

594. ALPHABETICAL INDEX TO GRANTS, 1912 to date. Name of person to whom grant made, number of acres, general section of forest in which located, and specific section. Index covers entry 595. Filed alphabetically by name of person to whom grant made. (Frequently, official.) 4 x 6 and 5 x 8 cards, 9 ft. 5 in., in 8 drawers of steel and wooden card cabinets. Soiled and worn. R. 100 (Bldg. B). (207)

595. GRANTS, 1912 to date. Copies. Person to whom original grant made, date, and number of acres in grant, county in which located, date of original survey, place recorded, land book no., page on which recorded, survey description including acreage and boundaries. Recorded in land books in State Land Office, Richmond, Va. Covered by indexes, entries 593 and 594. Filed by no. of forest section in which grant located. (Occasionally, official.) 9 x 12 folders and 9½ x 11 3/4 pockets, 20 ft., in 6 drawers of wooden and 4 drawers of steel filing cases. Records in R. 100, soiled and worn. Rs. 100 and 102 (Bldg. B). (211, 218)

596. OWNERSHIP INDEX-ALPHABETICAL-MASSANUTTEN, Aug. 1912 to date. Form 1019. Name and address of former owner, tract no., latitude and longitude, and pertinent remarks; also Form 1019 (rev. Oct. 1927), with same information. Partly covers entries 586, 588, and 592. Filed alphabetically by name of former owner. (Occasionally, official.) 4 x 6 cards, 9 in., in drawer of steel and wooden card cabinet. 6th floor, NE. (Bldg. A). (180)

597. OWNERSHIP INDEX-NUMERICAL-MASSANUTTEN, Aug. 1912 to date. Form 1020. Tract no., name and address of owner, map index no., name of person making report, date and type of report, location of tract, description of watershed, quality of soil, types and condition of timber, acres in tract, and value per acre; tabulations indicating whether tract purchaseable, tenanted, or untenanted; and remarks; also Form 1020 (rev. Oct. 1931). No. of tract, latitude and longitude, unit in which located, name and address of owner, and pertinent remarks. Partly covers entries 586, 588, and 592. Filed numerically by tract no. (Occasionally, official.) 4 x 6 cards, 8 in., in drawer of steel and wooden card cabinet. 6th floor, NE. (Bldg. A). (175)

598. OWNERSHIP INDEX-ALPHABETICAL-SHENANDOAH, Dec. 1912 to date. Form 1019. Name and address of former owner, tract no., latitude and longitude, and pertinent remarks; also Form 1019 (rev. Oct. 1927), with essentially same information. Partly covers entries 586, 588, and 592. Filed alphabetically by name of former owner. (Occasionally, official.) 4 x 6 cards, 1 ft. 2 in., in drawer of steel and wooden card cabinet. 6th floor, NE. (Bldg. A). (179)

599. OWNERSHIP INDEX-NUMERICAL-SHENANDOAH, Dec. 1912 to date. Form 1020. Tract no., name and address of owner, map index no., name of person making report, date and type of report, location of tract, description of watershed, quality of soil, types and condition of timber, acres in tract, and value per acre; tabulations indicating whether tract pur-

chasable, tenanted, or untenanted; and remarks; also Form 1020 (rev. Oct. 1931). No. of tract, latitude and longitude, unit in which located, name and address of owner, and pertinent remarks. Partly covers entries 586, 588, and 592. Filed numerically by tract no. (Occasionally, official.) 4 x 6 cards, 1 ft. 3 in., in 2 drawers of steel and wooden card cabinet. 6th floor, NE. (Bldg. A). (174)

600. INVESTMENT AND DEPRECIATION RECORDS, 1913 - 1936. Form 21-J (rev. Dec. 1932). Name of each article of equipment owned by Forest Service, its make and location; model, serial, and motor nos.; date received and total hours in operation; and present value, original value minus annual depreciation. Same form used to record each improvement in Forest, such as lookout station, observatory, camp building, trail, or bridge. Name of improvement, location and description, estimated cost of construction, estimated life, and annual depreciation rate; date of construction, fund or appropriation from which construction funds obtained, construction cost, value of improvement on completion, annual depreciation since completion, and value of improvement after each depreciation deducted from original value. Also Form 21-J and Form 21-J (rev. Apr. 1933), with essentially same information. Related to entry 640. Arranged chronologically under name of improvement or of article of equipment. (Rarely, official.) 12 x 16 bundles, 3 in., on wooden shelf. Attic (Bldg. B). (192)

601. COMPUTATION AND TRAVERSE SHEETS, 1913 to date. Form 1008 ACQ. Field notes of Govt. surveyors of Forest tract, and office computers' calculations, based on these notes, to determine area of tract by Double Meridian Method. Field notes: station no. of point where survey began, subsequent station nos. of points where course or direction changed, bearing or direction of course from each station, actual distance in feet from each station to succeeding station; and computers' results: (1) sines and cosines of angles of station where survey started and where direction changed course, obtained from tables of natural trigonometric functions; (2) north and south latitudes of courses, distances of courses multiplied by cosines of bearings; (3) east and west departures of courses, distances of courses multiplied by sines of bearings; (4) balanced or corrected latitudes and departures, difference between plus and minus latitudes, and plus and minus departures; (5) double meridional distances of courses, first equalling departure of first course; and succeeding, equalling double meridional distance of preceding course, plus departure of course itself; (6) double areas of courses, each double meridional distance multiplied by its corresponding latitude; and (7) algebraic sum of all double areas. By taking half of algebraic sum of all double areas, area of tract found. Field notes recorded in transit books, entry 603. Filed chronologically. (Occasionally, official.) 18 3/4 x 21½ loose-leaf books (7), 9 in., on wooden shelf and on 2 steel roller shelves in wooden cabinet. Dirty and worn. Attic and R. 102 (Bldg. B). (203, 216)

602. INDEX TO TRANSIT BOOKS, 1913 to date. Section of forest in which surveyed tract located, name of owner at time of survey, no. of transit book containing field survey notes on tract, and typed initials of surveyor or person in charge of survey party. Index covers entry 603. Filed alphabetically by name of owner of tract at time of survey. (Fre-

quently, official.) 4 x 6 and 5 x 8 cards, 1 ft. 10 in., in 3 drawers of steel and wooden card cabinets. R. 100 (Bldg. B). (206)

603. TRANSIT BOOKS, 1913 to date. Field notes of parties surveying tracts in forest. Name of each tract, date of survey, weather conditions; no. of station or point at which survey began, no. of each station or point at which direction of course changed; direction of course taken as survey left each station; distance in feet from first station to second, and from each succeeding station to next, until entire perimeter of tract covered and starting point or first station reached; and error of closure, if any. Opposite page, map or drawing of tract surveyed, approximate relative positions of boundary lines, with bearing and length of each; and, in some instances, estimated number of acres in surveyed tract, approximate locations of streams, bodies of water, or other outstanding topographic features, with number and names of persons composing survey party. Covered by index, entry 602. Filed numerically by book no. (1913 - 1935, occasionally; 1936 to date, frequently, official.) 5 x 7 3/4 vols. (c.690), 36 ft. 8 in., on 6 shelves in wooden cabinet, in 2 drawers of steel and wooden card cabinets, and on wooden filing cases. Attic and R. 100 (Bldg. B). (205, 212)

604. IMPROVEMENT PROJECT RECORDS, 1914 - 1930. Form 428 (rev. Oct. 1927), used for keeping cost record of improvement projects, such as trails, lookout stations and towers, cabins, roads, and barns in Forest. Name and location of project, estimated cost, purpose, ranger dist. in which located, brief description of project; cost record each year from beginning to completion, with miles or per cent constructed during each year, miles or per cent constructed to date, amounts appropriated for labor, supplies, equipment, hauling, and msc. needs, total appropriated, monetary value of contributed services, amounts contributed from other Govt. funds, total expenditures during year, and total expenditures to date; also maintenance cost record of project. Name and location, amounts spent during year, voucher nos., for labor, supplies, equipment, travel, hauling, and msc. items, total expenditures for maintenance from regular appropriations, monetary value of contributed services, amounts of contributed funds, grand total of all expenses during year, and grand total of maintenance costs to date. Filed chronologically under type of project. (Rarely, official.) 7 3/4 x 9 3/4 wrapped bundles, 5 in., on wooden shelf. Attic (Bldg. B). (201)

605. OWNERSHIP INDEX-ALPHABETICAL-GENERAL, Jan. 1914 to date. Form 1019. Name and address of former owner, tract no., latitude and longitude, and pertinent remarks; also Form 1019 (rev. Oct. 1927), with same information. Partly covers entries 587, 588, and 592. Indexes, entries 589, 596, 598, and 614 in process of being refiled to form general alphabetical index to former owners of lands in forest; will eliminate individual sets of index cards to owners in various divs. of Forest. These cards represent portion of work completed. Filed alphabetically by name of former owner. (Occasionally, official.) 4 x 6 cards, 6 in., in drawer of steel and wooden card cabinet. 6th floor, NE. (Bldg. A). (183)

606. OWNERSHIP INDEX-NUMERICAL-GENERAL, Jan. 1914 to date. Form 1020. Tract no., name and address of former owner, map index no., acres in tract, name of person reporting on tract, date; whether memorandum,

preliminary, techical, or lumberman's report; location of tract, description of watershed, quality of soil, types and condition of timber, acres in tract, value per acre; tabulations indicating whether purchasable, tenanted, or untenanted; and pertinent remarks; also Form 1020 (rev. Oct. 1931). Tract no., name and address of former owner, latitude and longitude, forest unit in which located, and pertinent remarks. To create general numerical index to former landowners in Forest, cards constituting this index removed from files constituting indexes to landowners in separate divs. of Forest. General numerical index not completed; partly covers entries 587, 588, and 592; therefore divisional indexes also recorded. See entries 590, 597, 599, and 615. Filed numerically by tract no. (Occasionally, official.) 4 x 6 cards, 7 in., in drawer of steel and wooden card cabinet. 6th floor, NE. (Bldg. A). (178)

607. TIMBER SALES RECORDS AND ATLASES, 1915 - Aug. 31, 1932. Printed maps of areas in the Forest; detailed maps of sections of forest lands in these areas, with hand-colored sections and manuscript notations indicating reconnaissance areas, areas advertised for sale, areas in which advertised or unadvertised sales have been closed; also sale record of timber in area giving sale no., purchaser, and date of sale. Sales atlases include Timber Management atlases for Potomac and Massanutten sections, with manuscript legends of varicolored portions of maps. Boundaries of Forest Service sales, boundaries of areas to be planted, planted areas, experimental plots, and barren areas, numerically noted as 1-20 year areas, 21-40 year areas, 81-100 year areas, and 101 year plus areas; Timber Stand Improvement maps, printed maps with manuscript legends of hand-colored sections indicating different types of timber in improvement areas, their age classes, and different types of sites; and Management Plan maps, chiefly manuscript, with manuscript legends of varicolored sections and lines drawn to represent types of sites, forest boundaries, and county lines. Also form 52-D-7, Sales Record. Dist. in forest, date of sale, sale no., class of sale, amount of timber sold, type and value of timber sold, value of nonconvertibles in sales area, total value of sale, and name of ranger dist. and of working circle in which timber has been sold; unnumbered form, Cutting Budget. Ranger dist.,acreage in cutting areas in dist.,estimate of amount of each type of timber to be cut in each area, and total of all types of timber to be cut in dist. Arranged chronologically. (Rarely, official.) 18½ x 21½ loose-leaf books (11), 10 in., in wooden drawers in atlas file cabinets and on cabinet. Dirty. 6th floor, SE. (Bldg. A). (171)

608. I-FILES, INFORMATION, EDUCATION, AND PUBLIC RELATIONS, 1915 to date. Correspondence of forest supvr. with Forest Service personnel, public and private agencies and organizations, and individuals; circular letters from regional office, Washington, D. C., to this office and from this office to subsidiary offices; copies of press releases, radio broadcasts, and talks and speeches by Forest Service personnel; and historical data assembled and used as source or reference material. Files originated through activities of Div. of Information and Education in connection with cooperative relations with schools, organizations, and other agencies; dissemination through newspapers of forestry knowledge and achievements, talks and speeches of Service personnel, radio broadcasts, expositions and conventions, motion pictures, and photographs; inspections; development, maintenance, and operation of service libraries; plans and programs;

production and distribution of publications; administrative study projects; and general supervision of activities. Filed by subject. (Frequently, official.) 9 x 12 folders and 9½ x 11 3/4 pockets, 8 ft. 6 in., in 5 drawers of steel and wooden filing cases. R. 509 (Bldg. A). (139)

609. RECORDS OF TRESPASS CASES, Feb. 1915 to date. Form 618 (rev. Feb. 1920). Name and address of trespasser, type of trespass, date of report, results of action in case, file designation under which other records in case filed, and short description of proceedings. Cards used for reference in determining cases of repeated trespass. Filed alphabetically by name of trespasser under type of trespass. (Occasionally, official.) 4 x 6 cards, 7 in., in drawer of steel card cabinet. R. 509 (Bldg. A). (149)

610. LEAVE RECORDS, Jan. 1, 1916 - Dec. 31, 1936. Forms: 50, Record of Annual Leave. Date of original report for duty; total annual days and hours leave available, total taken, and balance forwarded to new year; CC5, Record of Annual Leave for Year of____. Date on which employee reported for duty, number of days leave available during year; monthly record of days and hours of leave taken; and record of absences on account of sickness or leave without pay; AD-17A, Application for Leave-Field. Station, employee requesting leave, number of days or hours requested, inclusive dates, approval of official, previous absences during year, and doctor's certificate, if sick leave; CC2 Application for Leave. Date of request, length and type requested, inclusive dates, signature of applicant, recommendations to approve application, approval, and date on which person returned from leave to active duty status; unnumbered form, Application for Leave. Essentially same information as Form CC2 with addition of certification by applicant if for two days or less sick leave, and by applicant and physician if application for more than two days; 39, Compensatory Time Record. Number of hours and date of compensatory time, chiefly overtime, earned by and allowed employee; Dec. 1918, Form CC2, Application for Leave, superseded by unnumbered form, Application for Leave. In 1932, latter form superseded by Form AD-17A, Application for Leave-Field. Jan. 1931, Form CC5, Record of Annual Leave for Year of____superseded by Form 50, Record of Annual Leave. Related to entry 666. Filed chronologically under name of employee. (Rarely, official.) 7 x 9 wrapped bundles, 2 ft. 11 in., on wooden shelf. Soiled and worn. Attic (Bldg. B). (191)

611. CARD RECORDS OF GRAZING PERMITS, 1916 to date. Form 621. Name and address of applicant for grazing permit, date of application, class of permit requested, number of head of stock owned by applicant, number for which grazing application made, number approved, inclusive dates of grazing period, amount of fee to be paid by applicant, amount and date of payment, and date on which permit issued; in some instances, grazing division allotted, grazing division used, number of head of stock actually grazed, acres of property owned by permittee, acres in cultivation and in pasture, record of hay and grain raised, and number of head of stock which can be fed on hay and grain raised by permittee. Filed alphabetically by name of permittee. (Occasionally, official.) 5 x 8 cards, 9 in., in drawer of steel card cabinet. R. 509 (Bldg. A). (146)

612. SALARY DISTRIBUTION RECORDS AND SERVICE REPORT SUMMARIES, Apr.

1916 - June 30, 1928. Form 34 (rev. Mar. 1916), Distribution of Salaries By Activities, monthly statistical report to regional office, Washington, D. C. Total earned on each activity by each employee of agency, and grand totals of disbursements for salaries on all activities; Form 34 (rev. Oct. 1916), same title, and essentially same information as revision of Mar. 1916; Form 34 (rev. Apr. 1917), same title. Total number of hours worked on each activity by each employee, total amount disbursed for salaries for each activity, total hours worked, and total amount earned, by each employee on all activities, and grand total expended for all salaries; Form 34 (rev. June 1921), Annual Distribution of Salaries by Activities and Appropriations, semiannual statistical report to regional office. Name of each employee, total hours worked and total amount earned on each activity by each employee, total hours worked and total amounts earned by all employees on each activity, and cross totals showing for each employee grand total of hours worked on all activities, his hourly rate, and grand total earned by employee on all activities during period; Form 34 (rev. July 1924), same title, and essentially same information as under revision of June 1921; Form 34 (rev. Mar. 1927), Distribution of Net Salaries (Gross, Less Quarters Deduction) By Activities and Appropriations, annual statistical report to regional office. Essentially same information as under former revisions with addition of amounts deducted from salaries of each employee furnished quarters; Form 34a, Summary of Service Reports - Distribution by Activities, annual statistical report to regional office. Name of employee; total hours worked during each month in year, distributed by activity; yearly totals of hours worked and amounts earned, distributed by activity; yearly totals of all hours worked on all activities; and total salary earned during year on all activities; reverse side of form shows same information by project name and no. Form 34 submitted monthly from Apr. 1916 to July 1921, semiannually until 1924, and thereafter annually. Form 34a used July 1925 - June 30, 1928. Filed chronologically. (Rarely, official.) 9½ x 13½ wrapped bundles, 7 in., on wooden box. Attic (Bldg. B). (197)

613. GRANT ATLASES, May 1916 to date. Manuscript atlases of Shenandoah, Natural Bridge, and Massanutten divs. of forest, boundaries of original land grants within each division, date of grant, name of grantee, and number of acres in grant. Arranged by section no. under general division name of forest. (Frequently, official.) 18½ x 21¼ loose-leaf books (4), 5 in., on 2 steel shelves in wooden cabinet. Dirty and worn. R. 102 (Bldg. B). (214)

614. OWNERSHIP INDEX-ALPHABETICAL-NATURAL BRIDGE, Sept. 1916 to date. Form 1019. Name and address of former owner, tract no., latitude and longitude, and pertinent remarks; also Form 1019 (rev. Oct. 1927), with essentially same information. Partly covers entries 587, 588, and 592. Filed alphabetically by name of former owner. (Occasionally, official.) 4 x 6 cards, 8 in., in drawer of steel and wooden card cabinet. 6th floor, NE. (Bldg. A). (182)

615. OWNERSHIP INDEX-NUMERICAL-NATURAL BRIDGE, Sept, 1916 to date. Form 1020. Tract no., name and address of owner, map index no., name of person making report, date and type of report, location of tract, description of watershed, quality of soil, types and condition of timber, acres in tract, and value per acre; tabulations indicating whether tract

purchasable, tenanted, or untenanted; and remarks; also Form 1020 (rev. Oct. 1931), no. of tract, latitude and longitude, unit in which located, name and address of owner, and pertinent remarks. Partly covers entries 587, 588, and 592. Filed numerically by tract no. (Occasionally, official.) 4 x 6 cards, 9 in., in drawer of steel and wooden card cabinet. 6th floor, NE. (Bldg. A). (177)

616. TIMBER SALES RECORDS, Mar. 1917 - Nov. 1936. Form 202c (rev. Oct. 1930), Timber Sale Permit. Name of forest, location of timber for which permit to cut is requested, name and address of permittee, date permit issued and expired, amount of first payment of permittee, location of sale area; instructions for scaling, measuring, or counting; manner of brush disposal and other conditions of permit; quantity and description of timber cut; stumpage rates; record of payment of fees by permittee; and instructions relative to sale of timber; Form 615 (rev. Apr. 14, 1911), Application. Person to whom sale of timber made, class of sale, date of application, statement of quantity and value of timber to be cut and payments to be made, and record of cutting reports received and deposits made; Form 615 (rev. Nov. 1922), Timber Sale Record Card. Person to whom sale made, date of sale, area in which timber to be cut, official approving sale, date of approval, date of expiration of contract, amount of bond furnished, amounts of payments to be made, estimated quantity of timber to be cut, total estimated value; date and record of cutting, types of timber, amount of each, and total value of timber cut; also payments made by person cutting timber, with date and certificate no., amount of each payment, and total paid to date; Form 202c, Timber Sale Permit, rev. Mar. 1922, May 1928, May 1931, and Sept. 1933, essentially same information as revision of Oct. 1930; Form 615, originally entitled Application, revised and title changed Mar. 1919; other revisions, Nov. 1922 and Feb. 1930, essentially same information as revision of Apr. 14, 1911. Filed alphabetically by name of person to whom sale made. (Rarely, official.) 9½ x 11 bundles, 10 in., on wooden box. Attic (Bldg. B). (198)

617. CARD RECORDS OF SPECIAL USE PERMITS, July 1917 to date. Form 619 (rev.). Name and address of person making application for permit, type requested, date of application, date of issue or refusal of permit, name of ranger dist. in which permit effective, location or description of place where permit requested, acres covered by permit, date of closing of permit, reason, amount of charges for permit for first year and amount of subsequent annual charge; on reverse side, yearly payment record if permit renewed subsequent to original year of issue, with date of payment, amount of payment, and certificate no. Filed alphabetically by name of permittee. (Occasionally, official.) 4 x 6 cards, 9 in., in drawer of steel card cabinet. R. 509 (Bldg. A). (148)

618. S-FILES, TIMBER MANAGEMENT, Sept. 1917 to date. Correspondence of forest supvr. with regional office, Washington, D. C., Forest Service personnel, and individuals; circular letters to this office from regional office and from this office to subsidiary offices; forms: 822 (d), Timber Sales Administrative Costs; 949-R-7, Quarterly Report of Timber Cut and Sold; 941, Bid For Advertised Timber; 820, Report of Timber Cut; 377, Bond, executed by purchaser of Govt. timber; 202, Timber Sale Agreement, made between Forest Service and purchaser of Govt. timber; 878a, no title,

map of tract on which timber to be cut; 202-R-7, Trespass Memorandum, submitted to regional office for each case of timber trespass in which court action becomes necessary; 618-b (Ogden 4-7-23-500), Law Enforcement, evidence secured and legal action in timber trespass case; Standard Form 1053, Advertising Order, authorizing newspapers to print advertisements of Govt. timber sales. Files originated through activities of Div. of Timber Management in connection with control of insects and disease, cooperative relations with agencies and organizations, construction and maintenance of improvements, inspections, patents, formulation and execution of plans, establishment and operation of nurseries, sales of forest products, improvement of timber stand, administrative study projects, administrative supervision, and timber trespass cases. Filed by subject. (Frequently, official.) 9 x 12 folders and 9½ x 11 3/4 pockets, 10 ft. 4 in., in 6 drawers of steel and wooden filing cases. R. 509 (Bldg. A). (136)

619. E-FILES, ENGINEERING, 1918 to date. Correspondence of forest supvr. with Forest Service personnel, and individuals; mimeographed circular letters from regional office, Washington, D. C., to this office and from this office to subsidiary offices; plans and blueprints of various projects; and forms: 24-D-7, Description of Class A Corner, submitted to this office by field workers as markers are placed; 137-R-7, Monthly Inventory of Heavy Equipment; 469 (rev.), Equipment Operating Cost Sheet; 411a, Report of Description of Motor Vehicle, submitted to regional office for motor vehicles purchased or transferred from another dept.; George Washington forms: 16, Monthly Report on Use of Large Equipment, submitted to this office by Forest Service CCC camps for equipment costing $250.00; 23, Monthly Job Plan and Report, submitted to this office by Forest Service CCC camps; unnumbered forms: Progress Report, monthly to this office by employees engaged in making maps from aerial photographs; Topographic Report, weekly to this office by topographic parties, showing miles traveled, travel costs, and salary costs; Monthly Report on Use of Heavy Road Equipment, to this office by Forest Service CCC camps; Acquisition Survey Progress Report-Cadastral Survey; and two reports, no form no. or title, on cost of surveys for 1918. Files originated through activities of Div. of Engineering in cooperation with other agencies and organizations, and in connection with design, specifications, and tests of equipment and supplies; the engineering design, and specification of improvements; inspections; production, maintenance, revision. and service distribution of maps; production of photographic work; execution of plans; development, construction, and maintenance of road and tract systems; general administrative supervision of engineering activities, policies, and procedure; ground or aerial surveys; and administration of water resource in accordance with prescribed regulations. Filed by subject. (Frequently, official.) 9 x 12 folders and 9½ x 11 3/4 pockets, 9 ft. 9 in., in 7 drawers of steel and wooden filing cases. R. 509 (Bldg. A). (137)

620. STATUS ATLASES, 1919 to date. Printed maps of various sections of forest with certain areas colored by hand or bounded by colored lines to indicate status of areas, such as lands approved for acquisition but not surveyed, approved for acquisition and surveyed, surveyed for acquisition but not approved, and lands acquired; laps surveyed, not surveyed, to be acquired, and to be eliminated; vacant lands, surveyed and not sur-

veyed; mineral reservations; timber reservations; and private easements, reserved and excepted. Filed by status atlas no. (Frequently, official.) 18½ x 21¼ loose-leaf books (7), 6 in., on 2 steel shelves in wooden cabinet. Dirty and worn. R. 102 (Bldg. B). (215)

621. ACCOUNT LEDGERS, July 1, 1919 - June 30, 1920; July 1, 1921 - June 30, 1935. Form 19, Allotment Register, allotments made by regional office, Washington, D. C., to this office from appropriations or subappropriations. Title, date, and amount of original allotment, dates and amounts of any subsequent additions and balance after additions, dates and amounts of subsequent subtractions and balance after subtractions; Form 19a, Voucher Register, also known as Register of Expenditures, ledger record of all vouchers paid from allotments. Under appropriation heading, or purpose of expenditure: amount of voucher, date, unit certificate no., date of payment, and name of person or company to whom paid; Form 19b, General Expense Suballotments, for general expenses incurred in operating agency. Title, amount of original suballotment, date of change, and amount of change; Form 19c, Charges to General Expense Suballotments, in columns with heading for each suballotment on Form 19b. Certificate no. of voucher; and, under suballotment title, amount of certificate or voucher. Proper distribution of charges made on this form when general expense charge entered on Form 19a. Cross totals on Form 19c equal total general expense charges against each certificate no. on Form 19b; Form 19d, Travel - Individual Allotment and Expenditure, individual allotments to Forest Service employees for travel. Name of employee, dates and amounts of individual allotments for individual travel and automobile mileage, and subsequent additions to or subtractions from individual allotments, resulting balances, and expenditures from allotments with certificate no., amount charged to travel, and amount charged to mileage; Form 19e, Passenger and Transportation Record, all transportation requests issued to forest supvr. and by him to other Forest Service employees under his supervision. Date request received, no., person to whom issued, certificate no., date request used, points between which traveled, mode of transportation, amount of ticket issued, and additional information relative to mode of travel; Form 19f, Travel, Automobile, Mileage, Forage - Forest Officers, Individual Allotments and Expenditures. With addition of forage, for which entries seldom made, essentially same information on Form 19d; Form 19g, Project Suballotment Summary, used by forest supvr. in suballoting appropriation allotments for engineering, construction, and maintenance work. Name of activity or project no. and name, amount suballotted to project, and balances available; Form 19h, Project Suballotment, more detailed than Form 19g. Date, amount, project no., title, and location, appropriation title, detailed record of expenditures in operating project, with certificate no., purpose and amount of expenditure. Expenditures for misc. salaries and wages, expenditures from project funds, and value of contributed services. Each form records only one project; Form 19h-1, E Suballotment Project. Same information as on Form 19h, but for two small projects instead of large one; Form 19h-2, Individual Fire Record, essential for executing Form 926, Annual Fire Report. Forest supvr's. no. of fire, class of fire, location of fire, record of expenditures for fires with certificate no., expenditures from fire fund for temporary labor, subsistence supplies, transportation time of forest officers, and total cost; Form 19i, Salaries and Wages - Individual, salaries and wages

of personnel. Name of employee, date of appointment, effective date of appointment, date entered on duty, date of oath, title of employee, grade, amount of annual salary, record of leave without pay, inclusive dates, amount of salary deducted, amount of monthly salary, amount deducted for work retirement, and net amount paid; and Form 19k, General Accounting Office Settlement Record - Freight, record of bills of lading. Date forwarded, date of shipment, bill of lading no., transportation company, amount of bill of lading, and appropriation to which charged. Ledgers list all allotments to Forest; all vouchers in chronological order, regardless of purpose for which drawn; and all vouchers according to purpose, or activity; maintained for checking all expenditures. See entry 637. Arranged chronologically. (Rarely, official.) 12 x 15 and 18½ x 12½ wrapped loose-leaf books (6), unwrapped (4), 1 ft. 10 in., on wooden shelf. Soiled and worn. Attic (Bldg. B). (193)

622. O-FILES, DIVISION OF OPERATION, May 1920 to date. Correspondence of forest supvr. with regional office, Washington, D. C., rangers, and officials of various companies; circular letters from regional office to this office and from this office to rangers and other Forest Service personnel; copies of approved filing schemes; blueprints of proposed improvements, with plans and specifications; Standard forms: 33, Invitation, Bid, and Acceptance - Short Form Contract; 36, Continuation of Form 33; 1036 (rev.), Statement and Certificate of Award; forms: 942, Purchase Order; 668, Requisition and Invoice; 939, Transfer of Property; 858 (rev. May 1933), Property Lost or Damaged - Certificate of Member Responsible For Occurrence; 926A, Annual Fire Report and Forest Fire Cooperation, Clark-McNary Law; 929A (rev. Jan. 1932), Individual Fire Report, Class A fire; 929B-C, Individual Fire Report, Class B or Class C fire; 202-R-7, Trespass Memorandum; 618-b (Ogden 4-7-23-500), Law Enforcement; 577-R-7 and 577-R-8 (rev. Jan. 1936), Job Sheet; CA forms: 32, Report on Hernia; 1, Employee's Notice of Injury and Original Claim for Compensation and Medical Treatment; 2, Official Superior's Report of Injury; 3, Report of Termination of Total or Partial Disability; 4, Claim for Compensation on Account of Injury; 16, Request for Treatment of Injury under United States Employees Compensation Act; and unnumbered form, Ten Day Fire Report. Filed originated through activities of Div. of Operation in connection with communication service; cooperative activities; financial matters; improvements; inspections; working setup; inventions by and patents issued to employees; plans of work; rental, lease, or occupancy of quarters by units or organization or individual employees; compilation of statistics; administrative study projects; general supervision of operation activities; procedure in procurement, transportation, storage, and salvage of supplies, and trespass involving Govt. improvements, equipment, or supplies. On Jan. 1, 1936, office filing scheme was revised. In addition to O-Files, F-Files, Div. of Fire Control, and K-Files, Div. of Personnel Management, were set up. No fire records removed from O-Files to F-Files, but personnel records 1922 - 1937 removed from O-Files to K-Files, leaving personnel records 1920 - 1921 in O-Files. Filed by subject. (Frequently, official.) 9 x 12 folders and 9½ x 11 3/4 pockets, 30 ft. 6 in., in 17 drawers of steel and wooden filing cases. R. 509 (Bldg. A). (133)

623. G-FILES, RANGE MANAGEMENT, Aug. 1921 to date. Correspondence of forest supvr., with regional office, Washington, D. C., Forest Service

personnel, and individuals; circular letters and memoranda from regional office to this office and from this office to subsidiary offices and stations; forms: 874-19, Application for Free Grazing Permit, and Free Grazing Permit; 752, Fish Distribution and Results; 98-R-7, Job Specification Sheet; 437, Ranger's Annual Grazing Report; 879, Application for Grazing Permit - Annual; 656, Grazing Permit; 202-R-7, Trespass Memorandum, submitted to regional office for each case of range or wildlife trespass in which court action necessary; 618-b (Ogden 4-7-23-500), Law Enforcement, evidence secured and legal action in trespass case; and unnumbered forms: Annual Wildlife Report, narrative, to regional office. Complete account of small, big, and predatory game, game refuges, fish, and administration of game laws and rules; Annual Wildlife Report, statistical, to regional office. Estimated number of each species of wildlife killed during year, number of each species remaining at end of year, date each game refuge created, number of acres in refuge, number of acres devoted to grazing of domestic stock, statement of protection afforded game, number of law enforcement cases in each ranger dist. reported by state officers for investigation and prosecution, number of cases dismissed with warning, number of arrests by forest service officers, number of full-time and part-time state wardens, number of deputy wardens, number of licenses issued, number examined by Forest Service officers, and date each species of fish received for planting, number received, percentage lost from hatchery to planting point, date planted, number planted, name of person planting fish, and name of stream or lake in which planted. Files originated through activities of Div. of Range Management in connection with control of stock and game diseases; cooperation with agencies and organizations; construction and maintenance of improvements; inspections; range management; issuance and administration of range permits; formulation, compilation, and execution of plans; administrative supervision of policies, activities, and procedure; and range trespass cases. When W-Files, Div. of Wildlife Management, were set up on Jan. 1, 1938, Wildlife Management records not removed from G-Files, Div. of Range Management. Filed by subject. (Frequently, official.) 9 x 12 folders, and 9½ x 11 3/4 pockets, 5 ft. 9 in., in 4 drawers of steel and wooden filing case. R. 509 (Bldg. A). (138)

624. FIRE RECORDS AND ATLASES, 1922 - 1932. Forms: 930A, Analysis of Direct Fire Control Costs. Number, and cost of suppression, of fires of each class (A, B, C), total number of fires, total cost of suppression; 930B, Segregation Tabulation of Man-Caused Fires Into Definite Causes. Fires caused by railroads and smokers, with number of fires of each class, area burned, and suppression costs; same information for incendiary, camp, debris, lumbering, and other fires; 930C, Ten Day Statistical Record. Number of fires by class and cause, area burned, cost of suppression, and strength of fire-fighting force; 930E, Detection Record for Comparison of Value and Functioning of Various Agencies. Number of fires reported or detected by primary Forest Service employees, lookout firemen, other Forest Service personnel or officers, ECW personnel, permittees and their employees, other citizens, and game wardens yearly, with porcentage reported by each group; 930F, Elapsed Time Record-Discovery Time. Total number of fires for season, number and percentage discovered at start or within stated number of minutes or hours thereafter, and total number reported at start or within stated time thereafter; 930G, Elapsed Time Record. Statistical record of get-away time of fire-fighting force and travel

time to fires; 930H, Elapsed Time Record. Statistical record of elapsed time from discovery to arrival on scene, and elapsed time from start of fire to time first work begun; 930I, Elapsed Time Record. Statistical record of corral time, and time spent hunting fires; 930J, Ten Year Elapsed Time Summary. Coordination of information shown on forms reporting on discovery time, report time, get-away time, travel time, elapsed time from discovery to arrival, elapsed time from start of fire to first work begun, corral time, and time spent hunting fires; 930K, Current Annual Record of Man-Caused Fires and Law Enforcement Cases. Distribution of fires according to causes, with record of court action in trespass cases; 930L-M, Damage by Quantities, Classes, and Values Destroyed - Gross National Forest Land. Statistical record of both national forest lands and privately owned land within national forest boundaries, with number of acres of each type of timber burned, average age of timber, per cent of burned land to be restocked, value of timber burned, and number of acres completely killed; 924, Annual Fire Report, statistical recapitulation of other fire reports. Also fire boundary, risk and hazard survey, poster display, closure and fire control, and fire occurrence maps; maps showing location of towers; and other maps, each with clear and concise legend. See entry 627. Arranged chronologically. (Occasionally, official.) 18½ x 21½ loose-leaf books (2), 2 in., on wooden shelf. Soiled and worn. Attic (Bldg. B). (204)

625. FA DISBURSEMENT VOUCHERS, 1922 - June 30, 1935. Standard forms: 1034, Public Voucher for Purchases and Services Other Than Personal; 33 (rev.), Invitation, Bid, and Acceptance (Short Form Contract); 36, Standard Government Form of Continuation Schedule for Standard Form 31 or 33; 1012, Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem; 1012e, Statement of Travel by Motor Vehicle; 1036 (rev.), Statement and Certificate of Award; also forms: 942, Purchase Order and 536 (Rev.), Authorization - Individual (Per Diem). Related to entry 655. Arranged alphabetically by name of person or company. (Occasionally, official.) 9 x 12 wrapped bundles, 7 ft. 8 in., on floor. Dirty. Attic (Bldg. B). (185)

626. DIARIES, 1922 - 1937. Daily narrative of activities, submitted semimonthly by each ranger and member of office personnel engaged in official travel; also Form 20D2, Diary Analysis, submitted monthly. Total number of hours devoted daily to each activity, and total number of hours spent in office and in field during month. Arranged alphabetically by name of employee. (Rarely, official.) Variously sized wrapped bundles, 7 ft. 8 in., on wooden shelf. Dirty and damaged by faulty containers. Attic (Bldg. B). (199)

627. FIRE RECORDS AND ATLASES, 1922 to date. Forms: 930A, Analysis of Direct Fire Control Costs. Number, and cost of suppression, of fires of each class (A, B, and C), total number, and total cost of suppression; 930B, Segregation Tabulation of Man-Caused Fires Into Definite Causes. Fires caused by railroads and smokers, with number of fires of each class, area burned, and suppression costs; same information for incendiary, camp, debris, lumbering, and other fires; 930C, Ten Day Statistical Record. Number of fires by class and cause, area burned, cost of suppression, and strength of fire-fighting force; 930E, Detection Record of Comparison of Value and Functioning of Various Agencies. Number of fires reported or

detected by primary Forest Service employees, lookout firemen, other Forest Service personnel or officers, ECW personnel, permittees and their employees, other citizens, and game wardens yearly, with percentage reported by each group; 930F, Elapsed Time Record - Discovery Time. Total number of fires for season, number and percentage discovered at start or within stated number of minutes or hour time thereafter, and total number reported at start or within stated time thereafter; 930G, Elapsed Time Record. Statistical record of get-away time of fire-fighting force and travel time to fires; 930H, Elapsed Time Record. Statistical Record of elapsed time from discovery to arrival on scene, and elapsed time from start of fire to time first work begun; Form 930I, Elapsed Time Record. Statistical record of corral time, and time spent hunting fires; 930J, Ten Year Elapsed Time Summary. Coordination of information shows on forms reporting on discovery time, report time, get-away time, travel time, elapsed time from discovery to arrival, elapsed time from start of fire to first work begun, corral time, and time spent hunting fires; 930K, Current Annual Record of Man-Caused Fires and Law Enforcement Cases. Distribution of fires according to causes, with record of court action in trespass cases; 930L-M, Damage By Quantities, Classes, and Value Destroyed - Gross National Forest Land. Statistical record of both national forest lands and privately owned lands within national forest boundaries, with number acres of each type of timber burned, average age of timber, per cent of burned land to be restocked, value of timber burned, and number of acres completely killed; 924, Annual Fire Report, statistical recapitulation of other fire reports. Also fire boundary, risk and hazard survey, poster display, closure and fire control, and fire occurrence maps; maps showing location of towers; and other maps, each with clear and concise legend. See entry 624. Arranged chronologically. (Occasionally, official.) 18½ x 21½ loose-leaf books (4), 5 in., in drawer of wooden atlas file and on steel and wooden filing cabinet. R. 509 (Bldg. A). (153)

628. K-FILES, DIVISION OF PERSONNEL MANAGEMENT, 1922 to date. Correspondence of forest supvr. with regional office, Washington, D. C., Forest Service personnel, officials of Civil Service Commission, officials of U. S. Employees Compensation Commission, and physicians; CA forms: 1, Employee's Notice of Injury and Original Claim for Compensation and Medical Treatment; 2, Official Superior's Report of Injury; 3, Report of Termination of Total or Partial Disability; 4, Claim for Compensation on Account of Injury; 16, Request for Treatment of Injury under the United States Employees Compensation Act; and 32, Report on Hernia. Files originated through activities of Div. of Personnel Management in connection with cooperative work, functional or general inspections, appointment of personnel, development of plans, safety measures and their application, administrative study projects, and general supervision. Set up Jan. 1, 1938; include records 1922 - 1937, removed from O-Files to these files; records 1920 - 1921 left in O-Files. When employee of Forest Service transferred to another forest, region, or comparable unit, his personnel folder transferred to office of unit under whose supervision he will be, and memorandum of transfer retained in personnel files of office from which transferred. When employee leaves Forest Service, his personnel folder transferred to closed files of regional office, Washington, D. C. Filed by subject. (Frequently, official.) 9 x 12 folders and 9½ x 11 3/4 pockets, 6 ft., in 3 drawers of steel and wooden filing case. R. 509 (Bldg. A). (134)

629. TIME REPORTS AND TIME SLIPS, July 1922 - June 30, 1934; May 1935 - June 30, 1937. CW Form 14, Time Report, submitted to this office monthly. Name and address of employee, inclusive dates of report, total hours worked, rate of pay, total earned, amount of any deductions to be made, total paid; and itemized statement of hours worked morning and afternoon of each day, with projects and activities on which employee worked, total hours worked, and total earned daily; Form 874-15 (rev. Sept. 1920) no title. Name and address of employee, number of hours worked, rate per hour, and total amount earned each day of month; total hours and days worked, and amount earned during month; signed by supvr.; also record of deductions to be made from employee's salary for commissary purchases; Form 874-15 (rev. Nov. 1932), no title. Essentially same as earlier revision, but adds summary of time worked during period, according to activity. Related to entry 670. Filed chronologically under name of employee. (Rarely, official.) Variously sized wrapped bundles, 12 ft., on wooden shelf and floor. Attic (Bldg. B). (187)

630. PAID VOUCHER RECORD CARDS, July 1923 - June 23, 1936. Form 79a (rev.). Unit certificate no., person or concern in whose favor voucher drawn, name or title of appropriation from which payment made, amount of voucher submitted for payment, amount paid, suballotment symbol no., amount approved for payment, amount of discount allowed, and total amount of voucher. Card attached to voucher sent to regional office for payment, returned to this office after voucher checked and paid. Related to entries 660 and 669. Filed numerically by unit certificate no. (Rarely, official.) Variously sized wrapped bundles, 9 ft. 4 in., on wooden shelf. Dirty. Attic (Bldg. B). (189)

631. ROAD RECORDS AND MAPS, July 1, 1923 to date. Unnumbered form, Forest Development System - Progress Record. Name and no. of road project, total number of miles of satisfactory and unsatisfactory road in forest boundaries and entire system, estimated cost to complete projects, estimated expenditures for maintenance, and brief statements of future plans for roads in each project; Form 43-D-7, Minor Roads and Trails - Financial Statements. Name and no. of road project, number of square miles allowed project, miles constructed during year and to date, balance of appropriation, if any, at end of fiscal year, amount expended during fiscal year and to date; amount expended for equipment rental from time project began to date and total expenditures during year and to date from appropriations and funds from all other sources. Also road reference lists arranged alphabetically by name of project, and lists arranged numerically by road project no.; road maps of forest roads, with manuscript legends and notations; and copies of aerial maps, with colored lines designating good, poor, and impassable roads, and trails in Forest. Arranged chronologically. (Occasionally, official.) 18½ x 21¼ loose-leaf books (4), 5 in., in wooden drawers in atlas files. Soiled and worn. R. 509 (Bldg. A). (154)

632. FREE USE PERMITS, Nov. 1924 - Mar. 1937. Form 874-8 (rev.). Free Use Permit, chiefly in cases of timber cutting where no charge for cutting or removing timber from Govt.-owned forest lands. Name of forest, date permit issued, name and address of permittee, lands on which permit effective, type and value of timber to be taken by permittee, use to which timber to be put, printed conditions and agreements to which permittee subject. Signed by forest officer issuing permit; Form 15D7 (rev.), Cer-

tificate of Registration - Miscellaneous Use Permit, issued to individuals using campgrounds of Govt.-owned cabins on forest lands. Name of forest, date permit issued, name and home address of permittee, use to which permit to be put, proposed dates of entrance into and departure from forest lands, permittee's auto license no., name and title of forest officer issuing permit, printed conditions and agreements to which permittee subject. Signed by permittee. Filed chronologically. (Occasionally, official.) 3 3/4 x 7½ bundles, 8 in., on wooden shelf. Attic (Bldg. B). (200)

633. BILLS OF LADING, 1925 - 1935. Standard Form 1058, Government Bill of Lading. Agency to which consignment shipped, appropriation to which charged, name of issuing office, name and title of issuing officer, date of issue, consignor, shipping point, destination, manner of shipment, marks and nos. on packages, no. and kind of packages, description of articles, weights of packages, transportation company; certificate of issuing officer, with contract or purchase order no., date, and signature of issuing officer; consignee's certificate of delivery, with name of transportation company making delivery, actual point of delivery by carrier, weight of shipment, signature of consignee, and date of signature. Also Dept. Form 20, Government Bill of Lading, essentially same information as Form 1058. Dept. Form 20 in use from 1925 to Apr. 1929 when superseded by Standard Form 1058. Arranged chronologically. (Rarely, official.) 9 x 12¼ wrapped bundles, 8 in., on wooden box. Attic (Bldg. B). (188)

634. CLASS "A" CORNER RECORD, 1926 to date. Unnumbered form, accurate record of boundary monuments or markers in sections of Forest. Name of section, corner serial no., approximate latitude and longitude, description of marker, names of witnesses to setting of marker, tract no., name of person setting marker, and transit book no. and page containing other relative information. Covered by index, entry 635. Arranged numerically by corner serial no. (Occasionally, official.) 18½ x 21¼ loose-leaf books (2), 2 in., on steel shelves in wooden cabinet. Dirty and worn. R. 102 (Bldg. B). (213)

635. INDEX TO CLASS "A'S", 1926 to date. Name of forest in which Class A marker set, marker no., corner serial no., position of marker by latitude and longitude, and complete description of location of marker. Index covers entry 634. Filed numerically by marker no. (Frequently, official.) 5 x 8 cards, 4 in., in drawer of steel card cabinet. R.100 (Bldg. B). (210)

636. ANNUAL FINANCIAL PLANS, July 1926 to date. Form BNF2, submitted to regional office, Washington, D. C. Names and customary titles of regular employees of agency, with their locations; periods of employment, months employed, and salary rate per year, month, or day; deductions for retirement; net salary paid during year; individual expenses for travel; grand totals of salaries and travel expenses of all employees; salaries and travel expenses of fire guards during spring and summer; and fire control expenditures for supplies and equipment, purchase and maintenance of motor vehicles, rent, light, freight, and advertising; and grand total, including salaries and other items. Arranged chronologically. (Occasionally, official.) 18½ x 14¼ loose-leaf books (2), 2 in., in wooden

drawer of atlas file. R. 509 (Bldg. A). (156)

637. ACCOUNT LEDGERS, July 1, 1927 - June 30, 1937. Form 19, Allotment Register, allotments made by regional office, Washington, D. C., to this office from appropriations or subappropriations. Title, date, and amount of original allotment, dates and amounts of any subsequent additions and balance after additions, dates and amounts of subsequent subtractions and balance after subtractions; Form 19a, Voucher Register, also known as Register of Expenditures, ledger record of all vouchers paid from allotments. Under appropriation heading, or purpose of expenditure: amount of voucher, date, unit certificate no., date of payment, and name of person or company to whom paid; Form 19b, General Expense Suballotments, for general expenses incurred in operating agency. Title, amount of original suballotment, date of change, and amount of change; Form 19c, Charges to General Expense Suballotments, in columns with heading for each suballotment on Form 19b. Certificate no. of voucher; and under suballotment title, amount of certificate or voucher. Proper distribution of charges made on this form when general expense charge entered on Form 19a. Cross totals on Form 19a equal total general expense charges against each certificate no. on Form 19b; Form 19d, Travel - Individual Allotment and Expenditure, individual allotments to Forest Service employees for travel. Name of employee, dates and amounts of individual allotments for individual travel and automobile mileage, and subsequent additions to or subtractions from individual allotments, resulting balances, and expenditures from allotments with certificate no., amount charged to travel, and amount charged to mileage; Form 19e, Passenger and Transportation Record, of all transportation requests issued to forest supvr. and by him to other Forest Service employees under his supervision. Date request received, no., person to whom issued, certificate no., date request used, points between which traveled, mode of transportation, amount of ticket issued, and additional information relative to mode of travel; Form 19f, Travel, Automobile, Mileage, Forage - Forest Officers, Individual Allotments and Expenditures. With addition of forage, for which entries seldom made, essentially same information as on Form 19d; Form 19g, Project Suballotment Summary, used by forest supvr. in suballoting appropriation allotments for engineering, construction, and maintenance work. Name of activity or project no. and name, amount suballotted to project, and balances available; Form 19h, Project Suballotment, more detailed than Form 19g. Date, amount, project no., title, and location, appropriation title, detailed record of expenditures in operation of project, with certificate no., purpose and amount of expenditure. Expenditures for msc. salaries and wages, expenditures from project funds, and value of contributed services, each form records only one project; Form 19h-1, E Suballotment Project. Same information as on Form 19h, but for two small projects instead of one large one; Form 19h-2, Individual Fire Record, essential for executing Form 926, Annual Fire Report. Forest supvr's. no. of fire, class of fire, location of fire, record of expenditures for fires with certificate no., expenditures from fire fund for temporary labor, subsistence supplies, transportation time of forest officers, and total cost; Form 19i, Salaries and Wages - Individual, salaries and wages of personnel. Name of employee, date of appointment, effective date of appointment, date entered on duty, date of oath, title of employee, grade, amount of annual salary, record of leave without pay, inclusive dates, amount of salary deducted, amount of monthly salary, amount deducted for

work retirement, and net amount paid; Form 19k, General Accounting Office Settlement Record - Freight, record of bills of lading. Date forwarded, date of shipment, bill of lading no., transportation company, amount of bill of lading, and appropriation to which charged; Form 21-1, Activity Expenditure Record. Title of activity, general purpose of expenditure, and no. and amount of certificate. To provide cross check on all expenditures, these ledgers contain separate lists of all allotments to Forest, all vouchers in chronological order regardless of purpose of expenditure for which drawn, and all vouchers, according to purpose or activity for which drawn. Account Ledger discontinued July 1937; superseded by Allotment Ledger and Distribution Ledger. See entries 621 and 667. Arranged chronologically. (Occasionally, official.) 11½ x 14 3/4 loose-leaf books (12), 1 ft. 10 in., on wooden shelf. Soiled. R. 507 (Bldg. A). (165)

638. MONTHLY SERVICE REPORTS AND SERVICE REPORT SUMMARIES, July 1, 1930 - June 30, 1936. Form 26 (rev.), Monthly Service Report - Distribution of Time by Activities. Name and title of employee, amount of yearly salary, inclusive dates covered by report, number of hours worked each day in month distributed by activity, grand total of time worked during month on each activity, and grand total of all time worked during month, and further monthly service report showing distribution of time by project name and no.; Form 34a, Summary of Service Reports - Distribution by Activities, annual statistical report to regional office, Washington, D. C. Employee; total hours worked during each month in year, distributed by activity; yearly totals of hours worked and amounts earned, distributed by activity; yearly totals of all hours worked on all activities; and total salary earned during year on all activities; reverse side of form shows same information by project name and no. Filed alphabetically by name of employee. (Rarely, official.) 9 x 12 wrapped bundles, 1 ft. 3 in., on wooden box. Dirty. Attic (Bldg. B). (196)

639. PAY ROLLS, 1931 - July 1934. Standard forms: 1013b (rev.), Pay Roll for Personal Services (Employees on Annual Salary Basis). Name and location of office, disbursing officer, inclusive dates of pay roll, name of each employee on annual salary basis, gross amount earned during period, amounts of deductions for retirement and other items, net amount paid, any remarks affecting pay status of employee, appropriation title and no. of allotment from which salaries to be paid, and differences or disallowances made in pay roll by examiner, certified by officer in charge; 1074b, Pay Roll for Personal Services - Miscellaneous (Employees on Per Hour, Day, Week, Month, or Piecework Basis). Name and location of office, authority or identification no., disbursing officer, inclusive dates of pay roll; names, addresses, and official designations of employees; rate of pay, unit (hour, day, week, month, or piecework) of employment, total units employed during period; under allowance, class, value, and total units; gross amount earned subject to retirement deductions, gross amount earned not subject to retirement deductions; deductions for retirement, quarters or rent, and subsistence or meals; net amount paid; number and date of check by which paid, or receipt no. if paid by cash; remarks affecting pay status of employee, summary of appropriations from which employees on pay roll to be paid, total of pay roll, and amount of differences or disallowances made in pay roll by examiner. See entry 649. Arranged chronologically. (Rarely, official.) 9 x 12½ wrapped bundles, 1 ft. 11 in., on wooden box. Attic (Bldg. B). (186)

640. INVESTMENT AND DEPRECIATION RECORDS, 1931 to date. Form 21-J (rev. Dec. 1932). Name of each article of equipment owned by Forest Service, its make and location; model, serial, and motor nos.; date received and total hours in operation since; present value, original value minus annual depreciation. Same form used to record each improvement, such as lookout station, observatory, camp building, trail, and bridge. Name of improvement, location and description, estimated cost of construction, estimated life, and annual depreciation rate; also, under costs, date of construction, fund or appropriation from which construction funds obtained, construction costs, value of improvement on completion, annual depreciation since, and value of improvement after each depreciation deducted from original value. Also Form 21-J and Form 21-J (rev. Apr. 1933), with essentially same information. Related to entry 600. Arranged chronologically under name of improvement or of article of equipment. (Occasionally, official.) 11½ x 14½ loose-leaf books (4), 9 in., on 2 steel shelves in wooden cabinet. R. 507 (Bldg. A). (157)

641. A-FILES, FISCAL CONTROL, Mar. 1931 to date. Correspondence of forest supvr. with regional office, Washington, D. C., Forest Service personnel, and individuals; memoranda and circular letters from regional office; carbon copies of travel orders and authorizations from forest supvr. to personnel under his direction; and forms: 644, Summary of Issues of Gasoline, Oil, and Grease; 330, Property Return; 540-C, Allotment Increase or Decrease; 659, Memorandum for Finance and Accounts, notification to regional office of transfer of allotment by this office; 44, Forest Financial Statement; 43-d, Investment Statement, submitted annually to regional office. Cost of each type of improvement, annual depreciation, and present value; 535 (rev.), no title, form letter to forest supvr. from regional office delegating authority to incur expenses for travel, per diem, bills of lading, and similar items; 157-R-7, Statement of Cooperative Repayments; 158-R-7, Cooperative Work, Forest Service; 159-R-7, Refunds to Cooperators - Cooperative Work, Forest Service; 160-R-8, Cooperative Deposits - Road and Trail Work; 161-R-7, Statement of Cooperative Funds - Undeposited; 162-R-7, Allotments and Expenditures for Roads and Trails; 165-R-7, Statement of Salaries and Traveling Expenses of Employees Paid from Road Funds; 130-R-7, Report of Obligations, made monthly to regional office. Title of each Forest Service appropriation and amount obligated; 26 (rev. Aug. 1934), Monthly Service Report, made by each employee of agency. Daily distribution of time by activity; leaves taken during month; and time spent in field; 26A-R-7, Acquisition Examination Monthly Service Report, submitted by each member of acquisition staff. Daily distribution of time by activity and project, leaves taken during month, and time spent in field; Standard forms: 27, Investigating Officer's Report - Accident; 26, no title, report of accident by driver of Govt. vehicle, with essentially same information as Standard Form 27; and ECW Form 590, Obligation Report, made monthly to regional office. Total amount of obligations incurred for Emergency Conservation Work from beginning of work through date of last report; itemized statement, with totals, of obligations incurred for month; and total amount of obligations incurred from beginning of work to date. Files originated through activities of Div. of Fiscal Control in connection with accounting, claims for damage to public and private property, compensation for injury, costkeeping, disbursements of public

funds, leaves of absence, and administrative supervision of Fiscal Control policies, activities, and procedure. Filed by subject. (Frequently, official.) 9 x 12 folders and 9½ x 11 3/4 pockets, 7 ft. 11 in., in 6 drawers of steel and wooden filing cases. R. 509 (Bldg. A). (135)

642. TRANSFERRED VOUCHERS, July 1932 - June 30, 1937. Standard forms: 1034, Public Voucher for Purchases, and Services Other Than Personal; 33 (rev.), Invitiation, Bid, and Acceptance (Short Form Contract); 36, Standard Government Form of Continuation Schedule for Standard Form 31 or 33; 1058, Government Bill of Lading; 1012, Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem; 1012e, Statement of Travel by Motor Vehicle; and 1036 (rev.), Statement and Certificate of Award; also forms: 942, Purchase Order, and 536 (rev. Feb. 1934), Authorization - Individual (Per Diem). Filed alphabetically by name of person or company to whom voucher drawn. (Rarely, official.) 9 x 12 folders, 9 ft. 9 in., in 6 drawers of steel and wooden filing cases. Dirty and worn. R. 505 (Bldg. A). (168)

643. WORK PLAN ANALYSES, July 1, 1932 to date. Statistical forms: M-11401-D, Analysis of Work Load - CCC. Submitted semiannually to regional office, Washington, D. C. Name and no. of each project and job, man-days estimated necessary to complete each project or job planned for each Forest Service CCC camp; AS(O) 71-R-7, Forest Supervisor Job Load Analysis. Submitted annually to regional office. Under title of work or activity, number of days and hours of regular personnel of field and office required to carry on activities of agency during year, and number of days and hours to carry on planned activities of agency for ensuring year. Arranged chronologically. (Occasionally, official.) 18½ x 21¼ loose-leaf books (3), 4 in., in wooden drawers of atlas files. R. 509 (Bldg. A). (155)

644. TIMBER SALES RECORDS AND ATLASES, Sept. 1932 to date. Form 52-R-7, Timber Cut and Sold. For each sale of timber, class of sale, name of forest and of ranger dist. in which sale made, date of entry, sale no., person to whom sold, total amount and value of saw timber sold, number of feet and value of each type cut, total value of all types cut, amount and value of by-products impossible to convert into board feet, and grand total value of all timber and/or products sold or cut; Form 52a-R-7, Cutting Budget Record, in two sections. (1) Cutting Budget, five year cutting budget, statistical form. Name and no. of unit or compartment to be cut during period, estimated volume to be cut, estimated volume of convertible products, persons to whom timber sold, date of sale, volume of saw timber sold and of converted products therefrom, volume of saw timber cut and of converted products therefrom; (2) Annual Record of Sales, other Changes, Receipts, and Costs, used to record annually summarized data pertinent to each unit in Forest, and progress in disposing of cutting budget. Calendar year of sale or change; additions to or subtractions from budget by sale, revision, or loss, and net increase or decrease in budget; remaining portion of budget unsold; total value of all sales; total board feet cut, receipts from board feet cut, receipts from nonconvertible products cut; amount of cooperative deposits; amounts of cooperative funds spent for girdling, brush disposal, and fire control; and total of cooperative funds disbursed for each unit or working circle in which timber cut and sold. Also printed

maps of forest with hand-colored areas representing various working circles or compartments in which timber to be cut, with manuscript legends. Arranged chronologically. (Occasionally, official.) 18½ x 21¼ loose-leaf books (3), 4 in., in wooden drawer in atlas file and on steel and wooden filing cabinet. R. 509 (Bldg. A). (152)

645. BASE MAPS, 1933 to date. Enlarged numbered maps of sections of forest which together compose map of entire forest. Each map covering about 8 minutes of latitude and 12 to 16 minutes of longitude, or about 64,000 to 67,500 acres of land is divided into minute blocks by lines of latitude one minute apart and lines of longitude also one minute apart. Each minute of latitude is lettered down west edge of map and each minute of longitude is numbered along north edge, thus Block B-3, Map 10, indicates second minute from north edge, third minute from west edge. Topography first plotted on small map, then copied on base map. These maps, basic for all future survey work; other maps or atlases, such as status or grant, made from them; acquisition plans determined by base maps. Maps mounted on aluminum sheets about 1/20 of an inch in thickness. Covered by index, entry 657. Filed by base map no. (Frequently, official.) 42 x 53½ loose sheets, 10 in., in wooden cabinet. Soiled and worn. R. 103 (Bldg. B). (217)

646. CCC GENERAL FILES, 1933 to date. Correspondence of forest supvr. with regional office, Washington, D. C., offices of rangers, CCC camp commanders and supts., CCC offices located in state and in Washington, D. C., and individuals; circular letters of instruction; copies of historical material and data on CCC work; copies of press releases; lists of persons eligible for employment in CCC work; unnumbered form, Quarterly Budgets, CCC Man Power, Equipment and Project Funds; George Washington Form 69, General Inspection of Camps; Finance Form 10, CCC, Monthly Financial Statement of Funds; Report Form CCC-104, Safety Division, Individual or Consolidated Monthly Report of Technical Service Accidents (For Enrollees Only); CCC forms: 7FS (rev. July 1, 1937), Monthly Work Progress Report; 11-A (outside), Report of Changes in Number of Civilian Personnel Paid From CCC Funds Allocated to the Forest Service, USDA (Employed Outside the District of Columbia); ECW Form 11-B, Report Showing Distribution of Civilian Personnel Paid from ECW Funds; and Form ECW Forest Service, Obligations Report. Files originated through activities of Div. of Civilian Conservation Corps in connection with service of communication; cooperation with other bureaus, depts., agencies, and states, in furtherance of CCC work; disbursements of public funds; administrative control of CCC financial matters, authorizations for expenditures of CCC funds from Forest Service procurements, and requests for Emergency Conservation funds; dissemination of information not of an educational character; inspections in connection with CCC work; organization of CCC work; applications for CCC work and general problems of CCC personnel management; plans developed and used in CCC work; distribution of publications; safety measures; administrative supervision of CCC activities, policies, and procedure; determinations of needs, distribution, and disposal of supplies and equipment; and custody and disposition of surplus camp buildings. Filed by subject. (Frequently, official.) 9 x 12 folders and 9½ x 11 3/4 pockets, 3 ft. 3 in., in 3 3 drawers of steel and wooden filing cases. R. 509 (Bldg. A). (143)

647. EMERGENCY CONSERVATION WORK MONTHLY WORK PROGRESS REPORTS, June

1933 - June 30, 1935. Form ECW 7FS (rev. Nov. 1, 1933; Apr. 1, 1934; Oct. 1, 1934; Apr. 1, 1935), statistical, to this office from CCC camps in Forest. Inclusive dates of report, state and county in which located, camp and Army company nos., camp name, exact location, post office and nearest shipping point, dates on which construction of camp begun and completed, date of occupancy, date field work began, calendar days worked and man-days worked during month and to date, number of junior enrollees and of supervisory and skilled personnel in camp, average daily number of enrollees on pay roll during month, number of enrollees released to camp supt. for work, number of enrollees retained by camp commander for duty; number of sick, absent on leave, absent without official leave, and furloughed; number of enrollee man-days worked during month distributed by activities, such as improvements of structural nature, transportation improvements, erosion control, flood control, forest culture, forest protection, landscape and recreation work, range improvement, wildlife work; number of enrollee man-days worked to date on each activity, and grand total of enrollee man-days on all activities to date. Filed chronologically under camp no. (Occasionally, official.) 10 x 10½ wrapped bundles, 4 in., on wooden shelf. Attic (Bldg. B). (202)

648. RECEIPTS REGISTER, July 3, 1934 to date. Form 17 (rev.). Letter of transmittal no. and date, person making remittance to Forest Service, amount received, certificate of deposit no. and date, and purpose of remittance. Arranged chronologically. (Occasionally, official.) 11½ x 14 3/4 loose-leaf books (2), 2 in., on steel shelf. R. 507 (Bldg. A). (164)

649. FA DISBURSEMENT PAY ROLLS, Aug. 1934 - June 30, 1936. Standard forms: 1013b (rev.), Pay Roll for Personal Services (Employees on Annual Salary Basis). Name and location of office, disbursing officer, inclusive dates of pay roll, name of each employee on annual salary basis, gross amount earned during period, amounts of deductions for retirement and other items, net amount paid, any remarks affecting pay status of employee; appropriation title and no. of allotment from which salaries to be paid, and differences or disallowances made in pay roll by examiner, certified by officer in charge; 1074b, Pay Roll for Personal Service - Miscellaneous (Employees on Per Hour, Day, Week, Month, or Piecework Basis). Name and location of office; authority or identification no., disbursing officer, inclusive dates of pay roll; names, addresses, and official designations of employees; rate of pay by unit (hour, day, week, month, or piecework) of employment, total units employed during period; under allowance, class, value, and total units of work performed; gross amount earned subject to retirement deductions, gross amount earned not subject to retirement deductions; deductions for retirement, for quarters or rent, and for subsistence or meals; net amount paid, no. and date of check by which paid, or receipt no. if paid by cash; remarks affecting pay status of employee, summary of appropriations from which employees on pay roll to be paid, total of pay roll, and amount of differences or disallowances made in pay roll by examiner; WPA Form 503 (rev.), Pay Roll for Personal Services - Work Projects. Pay roll no., official project no., work project no., type of work symbol, date and no. of administrator's order fixing rate of pay, name and location of agency, description and location of project on which employees engaged, public body or agency sponsoring project, disbursing officer, inclusive dates of pay

roll, name of each employee on pay roll, sex, identification no., title, class, normal monthly hours assigned to work, total hours worked, hourly rate, total amount paid, check no., date drawn, and remarks affecting pay status of employees. See entry 639. Filed chronologically. (Occasionally, official.) 9½ x 12 folders, 2 ft., in drawer of steel and wooden filing case. R. 509 (Bldg. A). (141)

650. TIMBER SALES RECORDS, Aug. 1934 to date. Form 202c (rev.), Timber Sale Permit. Name of forest, location of timber for which permit to cut is requested, name and address of permittee, date permit issued and expired, amount of first payment to be made by permittee, location of sale area; instructions for scaling, measuring, or counting; manner of brush disposal and other conditions of permit; quantity and description of timber to be cut, stumpage rates, record of payment of fees by permittee, and instructions relative to sale of timber; Form 496 (rev.), Waiver of Time Limit. Name and address of person to whom permit granted or sale made, date of expiration of agreement, amount deposited by permittee under sale, value of timber already cut, amount of timber remaining to be cut under sale, and time limit to cut remaining timber; Form 861L-R-7, Notice to Special-Use Permittee and Letter of Transmittal, used in requesting payments for permits from permittees and for transmitting payments received for permits to regional office. Period covered by permit, type of permit, date issued, amount of payment due, amount enclosed, and name of permittee. Filed alphabetically by name of permittee. (Occasionally, official.) 5¼ x 8 forms, 9 in., in drawer of steel card cabinet. R. 509 (Bldg. A). (150)

651. TEN YEAR IMPROVEMENT PLANS, Sept. 1934. Form 88-R-7, Justified Work Development Plan, prepared Sept. 1934, used separately to record (1) for each dist. in Forest, plan for single fiscal year for each of eleven fiscal years, 1935 - 1945, 1985; and (2) summary of all plans for entire 11 fiscal years, 1935 - 1945, 1985 of all dists. Summary: counties in which each dist, located, names of working circles in each dist.; gross acres within Forest boundaries, including areas acquisition of which anticipated, and acres acquisition of which not anticipated; net acres within Forest boundaries, acquisition and development of which anticipated; total number of man-weeks necessary to carry on planned activities, such as maintenance of permanent improvements, construction of permanent improvements, preventive measures in fire control, forest management, acquisition of lands, grazing and range management, wildlife administration, and general administration; man-weeks to be paid for from Fed. and other funds; and distribution, by activity and by month, of total man-weeks necessary to carry on activities. Also maps illustrative of projected plans and activities, with manuscript notations. Arranged chronologically under name of dist. (Rarely, official.) 18½ x 21¼ loose-leaf books (6), 5 in., in 2 drawers of wooden atlas file cabinets. 6th floor, SE. (Bldg. A). (172)

652. FIRE TIME SLIPS, Jan. 1935 to date. Form 874-15a, Time Report. Of private persons fighting fires in national forests. Name and address of person hired, where hired, means of travel to fire, time consumed by travel to and from fire, rate of pay, time spent fighting fire, and amount of wages due for services. Signed by foreman. Filed alphabetically by name of employee. (Occasionally, official.) 3 3/4 x 5½ slips,

8 in., in drawer of steel card cabinet. R. 509 (Bldg. A). (147)

653. CCC MONTHLY SERVICE REPORTS, July 1, 1935 - June 30, 1937. Form 26 (rev.), Monthly Service Report - Distribution of Time by Activities, for Forest Service personnel employed in CCC camps. Number of hours each day on each type of activity, total hours for month of each type of activity, and value of services by activity. Arranged chronologically. (Rarely, official.) 11½ x 14½ loose-leaf books (2), 3 in., on steel and wooden filing case. R. 509 (Bldg. A). (144)

654. REGIONAL OFFICE ALLOTMENT LEDGER SHEETS, July 1935 - June 1937. Standard Form 1015a, Allotment Ledger, executed in regional office, Washington, D. C., and sent to this office for checking allotment and expenditure records of both offices. Balance of previous allotment, symbol designation of new allotment, total allotment; date, reference no., and purpose of each expenditure; name of payee, amount of audited voucher, amount of liquidated and authorized encumbrances, and unencumbered balance of allotment. Beginning July 1, 1937, form filled out in this office instead of being sent from regional office. See entry 667. Arranged chronologically. (Rarely, official.) 11 x 16 wrapped bundles, 3 in., on wooden shelf. Dirty. Attic (Bldg. B). (194)

655. FA DISBURSEMENT VOUCHERS, July 1, 1935 - June 30, 1937. Standard forms: 1034, Public Voucher for Purchases, and Services Other Than Personal; 33 (rev.), Invitation, Bid, and Acceptance (Short Form Contract); 36, Standard Government Form of Continuation Schedule for Standard Form 31 or 33; 1012, Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem; 1012e, Statement of Travel by Motor Vehicle; 1058, Government Bill of Lading; also forms: 942, Purchase Order, and 536 (rev.), Authorization - Individual (Per Diem). Related to entry 625. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 14 ft. 10 in., in 8 drawers of steel and wooden filing cases. R. 509 (Bldg. A). (140)

656. MISCELLANEOUS FINANCE RECORDS, July 1, 1935 to date. Form 44-R-7 (rev.), Forest Financial Statement, annual statistical report to regional office. Name of unit, period covered by report, and under Report of Allotments and Expenditures, by appropriation title: amount of allotment, amount of allotment expended to date of report, amount of estimated liabilities against appropriation to end of fiscal year, amount of surplus or of deficit at end of fiscal year, number of last voucher entered, date of payment, date of approval, name and title of approving officer, and date of checking in regional office. Signed by regional fiscal agent. On reverse side of form under Summary of Special Deposit Account Funds: name of cooperator making special deposit or contribution, amount of contribution, amount expended, project or activity on which expended; under Summary of Cooperative Funds - Undeposited: cooperator, amount of contribution, amount of contribution expended, activity or project on which expended; under Summary of Allotment Status: total of vouchered accounts entered but not paid during period reported, total unvouchered accounts, total expense incurred but unpaid, total incurred and paid, and explanatory remarks. Sheets 2 and 3 of this report give detailed information concerning surpluses and deficits on page 1. Standard Form, 1064, Schedule of Disbursements. Schedule no., name and location of office making

disbursements, disbursing office symbol no., period covered by schedule, date of payment or disbursement, disbursing office voucher no., office voucher no., payee, purpose and amount of disbursement, and fund or appropriation to which disbursement charged. Signed by certifying officer; Form 634 (rev.), Stores Invoice and Receipt, executed by Forest Service supply depots or warehouses to denote issue of articles to other Forest Service offices or receipt of articles at depots or warehouses from other sources. Name of originating unit, place and date of issue, project or activity on which articles or supplies needed, method of delivery, full description of articles issued or received, unit and quantity of articles, unit price, amount of handling charge when not included in unit price, total charges of articles received or issued; also accounting data with no. of activity and name of project, no. and amount of appropriation to which issue of articles to be charged or receipt of articles to be credited, signature and title of officer issuing form, signature and title of warehouse employee shipping or receiving articles, no. of bill of lading on which shipped, and supvr's. office no. Filed chronologically under title of form. (Frequently, official.) 9 x 12 folders and 9½ x 11 3/4 pockets, 1 ft. 1 in., in drawer of steel and wooden filing case. R. 507 (Bldg. A). (163)

657. MINUTE BLOCK RECORD CARDS, 1936 to date. Information on tracts of lands within minute blocks shown on base maps of section of Forest. Name of Forest, base sheet no., block no., total acreage, and degrees and minutes of latitude and of longitude forming block, name and number of each acquired tract, acreage of each tract, and name of person who computed area by planimeter. Stamped on reverse side, representation of minute block within which is pencil sketch of each acquired tract in block; and on each sketch is tract no. and acreage. Each base map divided into approximately one hundred blocks by lines of latitude one minute apart, and lines of longitude one minute apart; each block called Minute Block. Total acreage of acquired tracts within block subtracted from total acreage of block gives acreage of residue, and prevents possible mistake of purchasing more or less land than actually within block. Index to base maps, entry 645. Filed by block designation of letter and no. under base map no. (Frequently, official.) 5 x 8 cards, 7 in., in drawer of steel card cabinet. R. 100 (Bldg. B). (209)

658. MISCELLANEOUS PROCUREMENT RECORDS, Jan. 1936 to date. GW forms: 40 (rev.), Want List for Stock at Warehouse. Mimeographed. Requisition no. and description of article needed, fund to which purchase charged; signature of person making requisition, signature of official noting approval, and shipping instructions; 2 (rev.), Requisition, superseded by Form 40 in Sept. 1936. Requisitioning officer or office, date and no. of requisition, date articles needed, title of fund or appropriation to which purchase to be charged, shipping address, company or concern from which purchase to be made, quantity and description of articles needed, cost, and signature and title of official making requisition; unnumbered form, Report of Property Received - Bridgewater Warehouse, daily to this office. Quantity and description of materials or articles received, manner of shipment, and signature of warehouse foreman, discontinued May 1937; Form 636, Waybill. Name and address of consignee, invoice no., number and kind of packages in shipment, description, carrier, and consignee's certificate of delivery, discontinued Sept. 1937; unnumbered

form, Inventory of Forest Service Property, submitted to this office by warehouse and other subsidiary offices. Date and alphabetical list of articles on hand, and quantity of each. Filed chronologically under name of person or unit making requisition. (Frequently, official.) 9 x 12 folders and 9½ x 11 3/4 pockets, 5 ft., in 3 drawers of steel and wooden filing case. R. 506 (Bldg. A). (170)

659. VOUCHERS, PAY ROLLS, AND OTHER FINANCIAL RECORDS - FA DISBURSEMENT, Jan. 1936 to date. Standard forms: 1034, Public Voucher for Purchases, and Services Other Than Personal; 33 (rev.), Invitation, Bid, and Acceptance (Short Form Contract); 36, Standard Government Form of Continuation Schedule for Standard Form 31 or 33; 1058, Government Bill of Lading; 1012, Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem; 1012e, Statement of Travel by Motor Vehicle; 1013b (rev.), Pay Roll for Personal Services of Employees on Annual Salary Basis; 1074b, Pay Roll for Personal Services (Employees on Per Hour, Day, Week, Month, or Piecework Basis); Forms: 942, Purchase Order; 536 (rev.), Authorization - Individual (Per Diem); 668 (rev.), Requisition and Invoice. Supply depot invoice no., date and class of requisition submitted, and signature and title of requisitioning officer; unit, title, and Forest Service symbol no. to which requisition charged; quantity, description, and value of articles requested; date required, shipping instructions and shipping address, initials of person packing and filling requisition, date shipped, class of mail; if shipped by freight or express, number of boxes, crates, bundles, or rolls in which shipped and weight of each; and report on shortage or on condition of shipment; 988 (rev.), Requisition for Photographic Work, made by this office to regional office, Washington, D. C. No. given requisition by this office, no. given by regional office, name of Forest Service office to which requisition charged, date submitted, name and address of office to which work to be sent, name and title of person making requisition, date work desired; class or grade, number of copies, size or scale, and dates on which to be completed and delivered; record of finished work, with class, number, and size of copies, unit cost, total cost, and month billed; distribution record, with number of items returned, date returned, temporary file nos. of work returned including films or exposed plates, dates on which exposed plates or films developed, dates on which prints sent to staff member who took pictures, permanent file nos. of prints, dates on which sent to regional forester, with number sent, dates on which prints sent to print collection, number sent, and permanent file no. of such prints. Copy of form retained by this office. WPA Form 503 (rev.), Pay Roll for Personal Services - Work Projects; Treas. Dept. Form A-5, Notice of Miscellaneous Encumbrance, used by this office in reporting encumbrances on WPA projects sponsored by Forest Service. Encumbrance no., date, location of office submitting notice, transaction code no., appropriation sybmol, official project no., works project no., project authorization no., Treas. encumbrance no., WPA classification no., job no.; location symbol, type of work symbol, amount of encumbrance, appropriation title, name of individual or firm in whose favor encumbrance submitted or notice given, purpose of encumbrance, location of project, dept. or agency sponsoring project, and date of encumbrance for use of Treas. Accounts office, particulars relative to encumbrance, voucher amount, and amounts of liquidated, authorized, and unliquidated encumbrances. Filed chronologically under name of person or concern. (Frequently, Official.) 9 x 12 folders and 9½ x 11 3/4 pock-

ets, 4 ft. 8 in., in 5 drawers of steel and wooden filing cases. R. 507 (Bldg. A). (162)

660. PAID VOUCHER RECORD CARDS, June 24, 1936 - June 30, 1937. Form 79a (rev.). Unit certificate no., unit, person or concern in whose favor voucher drawn, appropriation from which payment made, amount of voucher submitted for payment, amount paid, allotment symbol no., amount approved for payment, amount of discount allowed, and total amount of voucher. Related to entries 669 and 630. Filed numerically by unit certificate no. (Occasionally, official.) 5 x 8 cards, 2 ft. 3 in., in 3 steel transfer cases. R. 509 (Bldg. A). (151)

661. CLOSED TIMBER SALES RECORDS, July 1, 1936 - June 30, 1937. Form 202c (rev.), Timber Sale Permit. Name of forest, location of timber for which permit to cut requested; name and address of permittee, date permit issued and expired, amount of first payment required of permittee, location of sale area; instructions for scaling, measuring, or counting; manner of brush disposal and other conditions of permit; quantity and description of timber to be cut, stumpage rates, records of payment of fees by permittee, and instructions relative to sale of timber. Filed alphabetically by name of permittee. (Occasionally, official.) 5 x 8 forms, 6 in., in drawer of steel and wooden card cabinet. R. 507 (Bldg. A). (161)

662. HEAVY EQUIPMENT RECORD, July 1, 1936 - June 30, 1937. Form 26 (rev.), Monthly Service Report - Distribution of Time by Activities, on articles of heavy equipment in possession of Forest Service. Name of articles and of operator or responsible party, inclusive dates covered; number of miles run or hours in operation during month, distributed by type of activity on which equipment used; brief description of equipment and identification no.; breakdown by project no. of number of hours equipment in operation and number of miles run. Filed chronologically under type or name of equipment. (Occasionally, official.) 11½ x 15 wrapped bundles, 1 ft. 3 in., on wooden shelf. Attic (Bldg. B). (190)

663. PROPERTY AND STORES RECORD, Aug. 1936 to date. Form 331 (rev.). Permanent record of agency. Date of receipt of articles or group of articles, identification no., person or company from whom received, employee receiving, quantity received, number charged to forest account, freight and warehouse unit cost, office or ranger dist. to which charged, and name, description, and size of each article. Nonexpendable property recorded on white cards; expendable or semiexpendable on salmon. See entry 591. Arranged alphabetically by name of article. (Frequently, official.) 13½ x 17 loose-leaf books (4), 1 ft. 4 in., on desk. R. 506 (Bldg. A). (169)

664. EMPLOYEE INCOME RECORDS, Jan. 1, 1937 to date. Form 88, Income of Employee from Federal Government. Name, marital status, income from salary each month, travel expenses, and incidental items. Filed alphabetically by name of employee. (Occasionally, official.) 5 x 8 cards, 2 in., in drawer of steel and wooden card cabinet. R. 507 (Bldg. A). (159)

665. EQUIPMENT SERVICE REPORT SUMMARIES, Jan. 1, 1937 to date. Form 34a, Summary of Service Reports - Distribution by Activities, for equip-

ment and machinery in use. Total number of hours each peice of equipment or machinery in operation on each type of activity carried on during month. Arranged alphabetically by name of machine. (Frequently, official.) 12 x 15 loose-leaf book, 2 in., on steel and wooden filing case. R. 509 (Bldg. A). (145)

666. LEAVE RECORDS, Jan. 1, 1937 to date. Form 50, Record of Annual Leave. Date of original report for duty, total days and hours leave available, total days and hours leave taken, and balance of leave remaining at end of year and forwarded to new year; Form AD-17A, Application for Leave - Field. Station, name of employee requesting leave, number of days or hours leave requested, inclusive dates, record of approval by official, record of previous absences during year, and doctor's certificate in case sick leave requested; Form 39, Compensatory Time Record. Number of hours and date of compensatory time earned by employee and number of hours allowed employee. Related to entry 610. Filed alphabetically by name of employee. (Occasionally, official.) 5 x 8 forms, 1 ft. 9 in., in 2 drawers of steel and wooden card cabinet. R.507. (Bldg. A). (158)

667. ALLOTMENT AND DISTRIBUTION LEDGER SHEETS, July 1, 1937 to date. Standard forms: 1015a, Allotment Ledger. Balance of previous allotment, symbol no. of new allotment, and total allotment; date, reference no., and purpose of each expenditure; name of payee, amount of audited voucher, amount of liquidated and authorized encumbrances, and unencumbered balance of allotment; 1016b, Distribution Ledger. Symbol no. of allotment, unencumbered balance of allotment before expenditure made, title and no. of activity for which expenditure made; date, certificate no., and amount of expenditure; and balance of allotment after expenditure. Prior to July 1, 1937, Allotment Ledger Sheets, 1015a, executed in regional office, Washington, D. C. See entry 654. Beginning July 1, 1937, executed in this office, and with Distribution Ledger, 1016b, superseded Account Ledger. See entries 621 and 637. Arranged chronologically under allotment title and no. (Frequently, official.) 10¼ x 15½ loose sheets, 1 ft. 3 in., in drawer of steel and wooden filing case. R. 507 (Bldg. A). (166)

668. LIQUIDATED PURCHASE ORDERS, July 1, 1937 to date. Form 942, Purchase Order, for purchases made by agency for which payment has been made. Purchase order no. and date, name of company from which purchase made, agency submitting order, shipping instructions, contract no. under which purchase made; itemized list of articles to be purchased, quantity desired, unit price of each article and total price for each separate group of items; total amount of order, purchasing agent, project or job on which articles to be used, signature of receiving officer noting receipt of order, billing address, and certification by vendor; Form 668 (rev.), Requisition and Invoice. Supply depot invoice no., date of requisition, official signature of requisitioning officer; class of requisition submitted; unit to which requisition to be charged; quantity, description, and value of articles requisitioned; date required, shipping instructions, shipping address, initials of person filling and packing requisition, date shipped, class of mail, and, if shipped by freight or express, number of boxes, crates, bundles, or rolls in shipment and weight of each; and report on shortage or condition of shipment upon receipt.

Filed numerically by purchase order no. (Frequently, official.) 9½ x 11 3/4 pockets, 1 ft., in drawer of steel and wooden filing case. R. 507 (Bldg. A). (167)

669. PAID VOUCHER RECORD CARDS, July 1, 1937 to date. Form 79a (rev.). Unit certificate no., person or concern in whose favor voucher drawn, name or title of appropriation from which payment made, amount of voucher submitted for payment, amount paid, suballotment symbol no., amount approved for payment, amount of discount allowed, and total amount of voucher. Card attached to voucher sent to regional office for payment, returned to this office after voucher checked and paid. Related to entries 660 and 630. Filed numerically by unit certificate no. (Occasionally, official.) 5 x 8 cards, 1 ft. 4 in., in 2 drawers of steel and wooden card cabinet. R. 507 (Bldg. A). (160)

670. TIME REPORTS, July 1, 1937 to date. GW Form 14, submitted to this office monthly. Name and address of employee, inclusive dates of report, total hours worked during period, rate of pay, total earned, amount of any deductions to be made, total paid; and itemized statement of hours worked morning and afternoon of each day, with projects and activities on which employee worked, total hours worked and total earned daily. Related to entry 629. Filed alphabetically by name of employee. (Frequently, official.) 8 x 10½ loose sheets, 1 ft. 6 in., in drawer of steel and wooden filing case. R. 509 (Bldg. A). (142)

671. F-FILES, DIVISION OF FIRE CONTROL, Jan. 1, 1938 to date. Correspondence of forest supvr. with regional office, Washington, D. C., Forest Service personnel, officials of companies, and other individuals; memoranda and circular letters; and forms: 926A, Annual Fire Report and Forest Fire Cooperation, Clark-McNary Law; 929B-C (rev. Jan. 1932), Individual Fire Report, Class B or Class C fire; 929A, Individual Fire Report, Class A fire; 202-R-7, Trespass Memorandum, to regional office in every case in which court action necessary. Kind of trespass, name of trespasser, name of ranger dist. in which trespass occurred, record of action, date and definite location of trespass; status of land on which trespass occurred, name and location of court in which case tried, names of witnesses to trespass, and final disposition of case; 618-b (Ogden 4-7-23-500), Law Enforcement. Name of forest in which trespass occurred, name and residence of trespasser, offense, date and place offense committed, section of final code under which case prosecuted, nature of plea of defendant, name of judge, name and location of court, fine imposed on defendant and record of any subsequent action, names of investigating officers, date of institution of investigation, brief summary of evidence secured and action taken, nature of publicity given case, and similar information; unnumbered form, Ten Day Fire Report. Files originated through activities of Div. of Fire Control in connection with control work, cooperative prevention of fires on rights of way and private holdings in and contiguous to forest, fire-control improvements, inspections, patents on equipment, plans for fire control, compilation of statistics, administrative study projects, administrative supervision, and trespass cases. All fire records of earlier dates, in O-Files; not removed when F-Files set up Jan. 1, 1938. Filed by subject. (Frequently, official.) 9 x 12 folders, and 9½ x 11 3/4 pockets, 1 ft. 6 in., in drawer of steel and wooden filing case. R. 509 (Bldg. A). (219)

672. U-FILES, DIVISION OF RECREATION AND LANDS, Jan. 1, 1938 to date. Correspondence of forest supvr. with regional office, Washington, D. C., offices of rangers, cooperating Fed. and state agencies, and individuals; circular letters and memoranda; forms: 202-R-7, Trespass Memorandum, to regional office for each case of trespass in which court action necessary; 618-b (Ogden 4-7-23-500), Law Enforcement, evidence secured and legal action in trespass case; 432, Prospecting Permit; 433, Mining Permit; 832 (rev. Nov. 1933), Special-Use Permit; 866, Special-Use Application; 964, Report on Application for Special-Use Permits and Rights of Way; and 399, Report on Conditions of Special-Use Area. Files originated through activities of Div. of Recreation and Lands in connection with adjustments made in homestead, mining, or other claims of private parties, in titles to lands in Forest; classification of lands; landlord relationship of forest service of special-use residents; cooperation activities; improvements of recreational character; inspections; formulation, compilation, and execution of plans; administration and development of recreational activities; compilation of statistics; special uses of national forest land and resources; and granting of permits for such use. All records of this type of earlier dates may be found in L-Files, Div. of Lands Acquisition, from which not removed when U-Files, Div. of Recreation and Lands, set up on Jan. 1, 1938. Filed by subject. (Frequently, official.) 9 x 12 folders and 9½ x 11 3/4 pockets, 1 ft. 4 in., in drawer of steel filing case. R. 509 (Bldg. A). (221)

673. W-FILES, DIVISION OF WILDLIFE MANAGEMENT, Jan. 1, 1938 to date. Correspondence of forest supvr. with regional office, Washington, D. C., Forest Service personnel, cooperating state and Federal agencies, and individuals; memoranda and circular letters; forms: 98-R-7, Job Specification Sheet; 202-R-7, Trespass Memorandum, to regional office for every case of timber trespass in which court action necessary; 818-b (Ogden 4-7-23-500), Law Enforcement, evidence secured and legal action in a timber trespass case; and 752, Fish Distribution and Results; and unnumbered form, Annual Wildlife Report. Files originated through activities of Div. of Wildlife Management in connection with control measures; cooperation with agencies, organizations, or individuals; construction and maintenance of improvements; inspections; formulation, compilation, and execution of plans; compilation of statistics; administrative study projects; supervision of policies, activities, and procedure; and trespass cases. All prior wildlife management records in G-Files, Div. of Range Management; not removed when W-Files, Div. of Wildlife Management, set up Jan. 1, 1938. Filed by subject. (Frequently, official.) 9 x 12 folders and 9½ x 11 3/4 pockets, 1 ft., in drawer of steel and wooden filing case. R. 509 (Bldg. A). (220)

ROANOKE

JEFFERSON NATIONAL FOREST
FOREST SUPERVISOR
Post Office and Court House
Church Ave. and 2d St., SW.

This office was established on May 1, 1935, as the office of the Mountain Lake Purchase Unit. In April 1936 when the Jefferson National Forest comprising all the national forest land south of the James River and U. S. Route 60 was established the name was changed to Jefferson National Forest. When an employee leaves the service his personnel folder is transferred to closed files of the Regional Office in Washington. Apart from those records no archives have been sent to Washington for preservation.

As the temporary service offices of title attorneys established under the Office of the Solicitor, Department of Agriculture, Washington, D. C., to examine and report title to land purchased by the Forest Service for administration as national forests are moved about the country certain records are carried with them and the abstracting records are released to the forest supervisor in charge of the national forest in which the acquired land is located. As the Office of the Title Attorney at Roanoke was not abolished in 1937 until after this survey was made the Forest Supervisor now has in his custody the abstracting records of the Jefferson National Forest which are not included in this inventory. Since the Office of the Title Attorney at Roanoke was abolished the actual work of preparing abstracts of titles to lands in the various national forests is now performed by abstractors attached to the Forest Service, but the work of reviewing the abstracts after they have been prepared by the abstractors is performed by title attorneys in a field station of the Office of the Solicitor in Washington, D. C. The activities of the ranger district headquarters are detailed in official reports to the forest supervisor and in correspondence with his office. Ranger district offices were located at Natural Bridge Station, Rockbridge County; Newcastle, Craig County; Marion, Smyth County; and Norton, Wise County, when the records of the office of the supervisor were surveyed. The survey was completed on April 29, 1937.

674. CARD INDEX TO ACQUISITION FILE, 1916 to date. Name of person from whom property has been acquired and no. of acquisition. Index covers entry 675. Filed alphabetically. (Frequently, official.) 4½ x 6 cards, 1 ft. 3 in., in drawer of steel and wooden card cabinet. R. 314. (287)

675. GENERAL FILES, 1916 to date. Records of activities of the office, such as acquisition of forest lands and sales of timber; correspondence with regional office, other forest supervisors, field employees, and various individuals both in and out of the state; reports of all types of activities including copies of reports from this office to regional office and originals received by this office from field

employees. Requisition section of files covered by entry 674 and 681. Filed by subject. (Frequently, official.) 10 x 12 folders, and 9½ x 11 3/4 pockets, 74 ft., in 36 drawers of steel and wooden filing cases, and 9 wooden drawers in map files. R. 314. (304)

676. GENERAL FILES, PERSONNEL, 1916 to date. Records of all employees attached to Jefferson National Forest Unit, including correspondence regarding employment and vacancies, status (appointive or civil service), length of service, rate of pay, personal data on employees, and monthly, quarterly, and annual reports on personnel made to regional office. Personnel records are portion of general files, but filed separately because of confidential nature. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel and wooden filing case. R. 314. (227)

677. CARD RECORD OF PUBLIC RELATIONS, 1935 to date. Division of general files recording names and addresses of individuals not connected with Forest Service, but who have dealings with Service, including school officials and fire wardens. Filed alphabetically. (Frequently, official.) 6 x 8 cards, 1 ft. 3 in., in drawer of steel and wooden card cabinet. R. 314. (225)

678. DIARIES, 1935 to date. Daily work itineraries of employees in the field, mostly forest rangers, giving an itemized account of ranger's daily duties, on forms adopted by the Forest Service; submitted semimonthly. Diaries are kept for about three years and then destroyed. Filed alphabetically by name of employee. (Occasionally, official.) 4 x 6 cards, 3 ft. 9 in., in 3 drawers of steel and wooden card cabinet. R. 314. (289)

679. INCOME RECORD CARDS AND PERSONNEL CARDS, 1935 to date. Form 88, Income Record Card, shows amount of income received by each employee, name of employee, marital status, unit to which assigned, month and year, travel and incidental expense items, and salary or wages. Personnel cards for permanent employees are attached to Form 88; they show title of employee, rate of pay, date of employment, and personal data. USES assignment slips replace personnel cards for employees on temporary basis, and are issued by Va. State Employment Service or Nat'l. Reemployment Service for workers placed with emergency projects under supervision of Forest Service. Filed alphabetically. (Frequently, official.) 5 x 8 cards, and 4 x 6 loose slips, 7 in., in drawer of steel and wooden card cabinet. R. 312. (299)

680. NOTICE OF MISCELLANEOUS ENCUMBRANCES, MISCELLANEOUS REPORTS, AND "UNVOUCHERED" BILLS OF LADING AND INVOICES, 1935 to date. Material is directly related to expenditures arising from salaries: A-58, Notice of Miscellaneous Encumbrances, reports of leaves taken, ERA semimonthly personnel reports, ECW personnel reports, stabilization reports, office financial reports, reports of obligations, statement of allotments and expenditures for personnel, copies of pay rolls of employees on permanent basis, copies of transportation requests and travel vouchers, and unvouchered bills of lading and invoices. Filed by subject. (Frequently, official.) 9 x 12 folders, 2 ft., in 2 drawers of steel and wooden filing case. R. 312. (284)

681. REFERENCE FILE, ACQUISITIONS, 1935 to date. Cards give, in summarized form, case history of acquisitions of land in Jefferson National Forest. This reference file covers, in part, entry 675. Filed alphabetically. (Frequently, official.) 5½ x 8 cards, 1 ft., in drawer of steel and wooden card cabinet. R. 314. (288)

682. VOUCHER REGISTERS, 1935 to date. Entries made in ledger book form, cover every voucher in files and show date of purchase or expenditure, number of articles purchased, from whom purchased, cost per unit, and total cost. When pages are filled, totals are entered at bottom of each page. Arranged by type of expenditure. (Frequently, official.) 12 x 15 loose-leaf books (9), 1 ft. 6 in., on wooden shelf. R. 312. (286)

683. TIME REPORTS, Mar. 1935 to date. Semimonthly reports of field employees, Form 874-15, showing project name and no., employee's name and address, month covered by report, type of work assigned, dates worked, number of hours per day and of days worked, amount of pay due, and forest officer's signature. Reverse side of form shows instructions for filling out form, commissary account, net amount due employee, and employee's signature acknowledging receipt of pay; reports cover entire personnel of Jefferson National Forest Project. Filed alphabetically. (Frequently, official.) 4 x 7 loose forms, 4 ft., in 4 drawers of steel and wooden card cabinet. R. 312. (229)

684. LEAVE RECORD CARDS, May 1935 to date. Maintained for each member of personnel of this office, show name of employee, date of application for leave, length of leave requested, date of approval, and inclusive dates of leave taken. Filed alphabetically by name of employee. (Frequently, official.) 6 x 8 cards, 1 ft., in drawer of steel and wooden card cabinet. R. 314. (290)

685. REFERENCE FILE, CLOSED SALES, May 1935 to date. A card is maintained for each sale, showing name of landowner and giving in summarized form, all information regarding sales of timber and timber rights between Forest Service and individuals and concerns. Filed alphabetically by name of previous owner. (Frequently, official.) 6 x 8 cards, 1 ft. 2 in., in drawer of steel and wooden card cabinet. R. 314. (282)

686. CARD RECORDS OF VOUCHERS PAID, June 1935 to date. Show forest or job for which material was purchased, date, voucher no., bill of lading no., under what appropriation allotment was made, account no., amount, and name of regional agent. Cards stamped ECW, ERA, FOO (Field Operating Organization). Filed numerically. (Frequently, official.) 6 x 8 cards, 4 ft. 4 in., in 4 drawers of wooden card cabinet. R. 312. (230)

687. VOUCHER FILES, July 1, 1935 to date. Copies of Form 1034, Public Voucher For Purchases, and Services Other Than Personal, covering purchases of equipment, supplies, and other commodities made by this agency, showing name of dept. making purchase, appropriation number or symbol, name and address of payee, itemized list of articles or services, expenditure symbol, number and date of order, date of delivery or service, article or services covered, terms of purchase, discount allowed, quantity,

unit price, total cost, certificate of payee, and record of payment of account. These vouchers are made out in this office in triplicate upon submission of bill or bills by payee, two copies are sent to regional office with the bills, one carbon remains in the local office. Filed alphabetically by name of concern from which purchase was made. (Frequently, official.) 9 x 12 folders, 16 ft., in 8 drawers of steel and wooden filing cases. R. 312. (285)

688. PROPERTY AND STORES RECORD, Nov. 1935 to date. Form 331, Property and Stores Record, shows date of first inventory, identification number of each articles, from whom received, to whom delivered, quantity, forest account cost, workhouse unit cost, workhouse stock, name, description, size, and present location of article. Arranged alphabetically. (Frequently, official.) 5½ x 11 loose-leaf book (1), and 13 x 17 loose-leaf books (2), 9 in., on wooden shelf. R. 312. (283)

689. ASSIGNMENT SLIPS, Aug. - Dec. 1936. USES Form 325. Name and address of person assigned, sex, age, case number, rate of wage, and name and location of project to which assignment is made. Forms 402 and 403 contain same information; 402 is used for reassignment, and 403 as notice of termination of service. Forms are copies sent to pay roll unit. Filed alphabetically. (Frequently, official.) 4 x 6 printed forms, 6 in., in drawer of steel and wooden card cabinet. R. 312. (228)

Chief of Surveys

690. CLASS "A" CORNER RECORD, 1912 - June 1935. Regarding boundary monuments or markers set in forest coming under supervision of this office; entries record geographic location of monument by latitude and longitude, description of location and serial no. of monument, field book no. and page on which description is given, name of employee who set monument, and corner of tract at which monument is set. Volume made to include records of 4000 monuments; about 1200 have been recorded to date. From 1912 - Mar. 1, 1935, record made for monuments set in Unaka, then known as "Pisgah", National Forest; from Mar. 1, 1935 to closing date, records show work performed by this unit. Indexed numerically. (Occasionally, official.) 19 x 22 loose-leaf books, 2 in., on top of metal filing case. R. 314. (191)

691. FIELD BOOKS OF FIELD SURVEY PARTIES, July 1912 - June 1935. Transit books containing survey description. Statistical entries record station and stake number, transit and magnetic bearings, distance in slope chains, vertical and horizontal distances, date of survey of tract, number and names of persons comprising survey party, and rough drawings of outstanding landmarks on tract. Covered by entry 698. Filed numerically. (Occasionally, official.) 4½ x 7¼ vols. (c. 270), 18 ft., in 9 drawers of steel card cabinets. R. 314. (195)

692. FIELD SURVEY NOTES, 1915 to date. Notes and tabulations made by engineers and surveyors of Forest Service, in regular "Dietzgen" field notebooks. Field notes and tabulations used in making maps and topographical sheets, and of little use to any one without technical training in engineering. Filed numerically. (Occasionally, official.) 5 x 7 vols. (107), 12 ft., in 6 drawers of steel card cabinet. R. 314. (196)

693. COMPUTATION SHEETS OF TRACTS HANDLED BY FOREST SERVICE, June 1, 1932 to date. Show name of owner, tract no., acreage, transit book no., base map no., and tabulations descriptive of tract made by supervisor and engineer. Pertinent information on tracts of land entered in books so information may be secured quickly. Filed numerically. (Occasionally, official.) 18½ x 22 vols. (3), 6 in., on top of transfer case. R. 314. (226)

694. ADMINISTRATIVE FILES, Mar. 1935 to date. Employment applications mostly in form of correspondence; correspondence relative to authorizations, boundaries, equipment, supplies, finance, and fire control; also numerical lists of tracts turned over to title attorney, monthly cost summaries, and the following reports: Monthly Service, Survey Status, Survey Progress, Field Survey Party, Personnel, Truck Use, Personal Record, Acquisition Survey Progress, Completion of Survey, and Efficiency Rating. Filed by subject. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 314. (194)

695. BASE MAPS, May 1, 1935 to date. Enlarged maps of sections in Jefferson National Forest. Each map, considered an entity, covers about 8 minutes of latitude and from 12 to 16 minutes of longitude, or about 67,500 acres. Each map is divided into small blocks designated by an alphabetical-numerical system as follows: blocks are lettered from north to south of the map, and numbered from west to east. B-3, therefore, indicates the second block from the north and third block from west. The topography of a tract of land is first plotted on small map, then copied on Base Map. Maps pasted on both sides of large aluminum sheets about 1/20 of an inch in thickness. Covered by entry 699. Filed numerically. (Frequently, official.) 42 x 42; 42 x 60 maps, 1 ft. 8 in., in containers, beaver board with wooden frame (2). R. 314. (193)

696. CARD INDEX TO TRACTS, May 1, 1935 to date. Card shows tract number, name and address of owner at date of survey, acreage, location by county and state, by whom surveyed, plotted, and described, location of tract description in field book by number of book and page, by whom checked on base map, base map number, declination, picture number, place of approval, and description submitted to title attorney. Reverse side of card shows location of tract description in field book by number and page, with list of pictures made of tract. Covers entry 697. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 7 in., in drawer of steel card cabinet. R. 314. (198)

697. TRACTS, May 1, 1935 to date. Filed for each tract surveyed and mapped by this unit are maps recording summary of acreage, and description of boundaries; and schedule of proceedings in survey and acquisition of tract recording date option was taken, date survey started and completed, date description begun, completed, and checked, date of completion of tracing, signature of chief of survey and initials of employees or supervisor performing each step in proceedings, certification by chief of survey as to correctness of map of tract, certificate of possession of owner of land at beginning of survey, and description of boundary of tract; also copies of correspondence, chiefly of supervisor's office with owner of tract at time of beginning of survey, and interoffice memoranda regarding tract. Covered by entry 696. Filed alphabetically. (Frequently,

official.) 9 x 12 folders, 4 ft. 7 in., in 3 drawers of steel filing case. R. 314. (197)

698. CARD INDEX TO FIELD BOOKS, June 1935. Cards record field book number, page number, tract number, name of owner of land, and date of survey. Covers entry 691. Filed by name of unit. (Occasionally, official.) 4 x 6 cards, 6 in., in drawer of steel card cabinet. R. 314. (199)

699. ACREAGE CARDS, INDEX TO BASE MAPS, Nov. 1, 1936 to date. Separate card for each block on each base map covering forest, recording acreage of each tract falling within that particular block, acreage of all portions of block that are not within any surveyed tract, base map no., block no., boundary latitudes and longitudes, and actual acreage within block. Covers entry 695. Filed numerically by base map no. (Frequently, official.) 5 x 8 cards, 7 ft., in 4 drawers of steel card cabinets. R. 314. (192)

official.) 9 x 12 folders, 4 fr. 7 in., in 3 drawers of steel filing case. R. 316. (197)

698. CARD INDEX TO FIELD BOOKS, June 1915. Cards record field book number, page number, tract number, name of owner of land, and date of survey. Covers entry 691. Filed by name of unit. (Occasionally, official.) 4 x 6 cards, 6 in., in drawer of wood card cabinet. R. 314. (196)

699. ABSTRACT CARDS, INDEX TO BACK DATA, Nov. 1, 1926 to date. Separate card for each block on each base map covering forest. Recording acreage of each tract lying within that particular block, acreage of all portions of block that are not within any surveyed tract, base map no., block no., boundary latitudes and longitudes, and actual acreage within block. Covers entry 695. Filed numerically by base map no. (Frequently official.) 5 x 8 cards, 7 fr., in 4 drawers of wood card cabinets. R. 316. (196)

THE BUREAU OF PLANT INDUSTRY

INTRODUCTION

Plant introduction and experimentation have been conducted in Virginia since the days of Washington and Jefferson. Both statesmen recognized the paucity of indigenous crops in this country and encouraged the introduction of plants from abroad. It was probably Jefferson when serving as secretary of state who developed the Patent Office into a sort of division of agriculture. It became the practice of the Patent Office, which at that time was under the State Department, without encroaching on its main functions, to receive and distribute specimens of foreign seeds and cuttings which American consuls were encouraged to send over from their vantage posts. Washington on his Mount Vernon plantation was constantly engaged in experimenting with new plants and new methods and thus early recognized agricultural research to be a public rather than a private function since ultimately the benefits derived are public. In his first and last annual messages to Congress, he proposed Federal aid to agriculture. More than a century passed, however, before the Federal Government established on the former George Washington Custis estate not far from Washington's home at Mount Vernon, the Arlington Experiment Farm as a kind of proving ground for agricultural experiment. This farm is maintained at Arlington, Virginia, by the Bureau of Plant Industry as a large out-of-door laboratory with special facilities to meet the requirements of research.

With the exception of the work at Arlington, all work of the Bureau of Plant Industry in Virginia is carried on jointly by the Federal and State governments through the Virginia Agricultural Experiment Station at Blacksburg.

THE BUREAU OF PLANT INDUSTRY

ARLINGTON

ARLINGTON EXPERIMENT FARM
STATION HEADQUARTERS

The Arlington Experiment Farm was established in 1900 as a laboratory for the divisions of the Bureau of Plant Industry. The Farm furnishes equipment, such as teams and labor, for the different divisions of the Bureau which plan and conduct experimental projects in their particular fields. In 1937, none of the records were known to have been lost or destroyed; none had been sent to Washington for preservation. The survey of these archives was completed on Nov. 6, 1936.

700. ACCOUNTS, July 1, 1900 to date. Preliminary data and monthly accounts rendered to other bureaus for materials and labor furnished by this bureau. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of metal filing case. General Office. (14)

701. CORRESPONDENCE, July 1, 1900 to date. Regarding building construction, assignments of land to other bureaus, Memorial Bridge Project, purchase of agricultural implements, and misc. subjects. (Daily, official.) 9 x 12 folders, 16 ft., in 10 drawers of wooden filing case. General Office. (15)

702. PERSONNEL RECORDS, July 1, 1900 to date. Applications for employment, civil service data, records of employees, and correspondence regarding personnel. (Frequently, official.) 9 x 12 folders, 5 ft., in 3 drawers of metal filing case. General Office. (16)

703. DAILY LABOR RECORDS, July 1, 1900 to date. Time employees worked. (Daily, official.) 4 x 6 cards, 46 ft. 6 in., in 40 drawers of wooden card cabinets. General Office. (18)

704. FINANCIAL FILE, July 1, 1900 to date. Pay rolls, inventories of property, cost records of automobiles and trucks, correspondence regarding employees' casualty compensation, and misc. data. (Frequently, official.) 9 x 12 folders, 4 ft. 6 in., in 3 drawers of wooden filing case. General Office. (19)

705. MATERIALS RECEIVED, July 1, 1900 - Nov. 6, 1936. Duplicates of itemized receipts for materials received. (Frequently, official.)

9 x 12 folders, 8 ft., in 4 drawers of wooden filing case. General Office. (17)

706. MISCELLANEOUS FILE, July 1, 1900 to date. Statements of accounts, authorization letters, contracts, division transfers, insurance records, bureau vouchers, and records of truck and bus drivers of experimental farm. (Daily, official.) 9 x 12 folders, 6 ft., in 3 drawers of wooden filing case. General Office. (20)

707. MONTHLY LABOR RECORDS, July 1, 1900 to date. Recapitulations of daily time reports. (Frequently, official.) 9 x 12 folders, 12 ft., in 6 drawers of wooden filing case. General Office. (18)

THE BUREAU OF PUBLIC ROADS

INTRODUCTION

The function of the Bureau of Public Roads in Virginia, as elsewhere, is to administer the regular Federal-aid highway funds and emergency appropriations and to cooperate with the National Park and National Forest services in supervising and constructing national park roads and forest roads and highways. The Bureau operates both temporary and permanent agencies in Virginia. An inventory of the records of the two permanent agencies, the Eastern Field Organization at Richmond and the National Park Field Headquarters at Roanoke, is included in this volume. The records of temporary agencies were not surveyed as those agencies are established directly under the supervision of the headquarters office of the Bureau in Washington; when the projects for which they are established are completed, their records are sent direct to the headquarters office. The agencies, which constructed the Colonial Parkway on the peninsula between the York and James rivers, and the Mount Vernon Memorial Parkway, are notable instances of temporary agencies.

The records of the Bureau's laboratories on the Mount Vernon Parkway in which the physical research in road building and methods is made are also sent direct to the headquarters office in Washington, and are therefore not included in this inventory.

Until 1939, the Bureau of Public Roads functioned under the Department of Agriculture. In 1939 it was transferred to the Federal Works Administration.

THE BUREAU OF PUBLIC ROADS

RICHMOND

EASTERN FIELD ORGANIZATION
DISTRICT 14, STATE OFFICE
Central National Bank Bldg.
219 E. Broad St.

This office was established in 1917 as a result of the Federal Aid Road Act passed by Congress in 1916. It is responsible to the District headquarters office which is at Spartanburg, South Carolina. Its chief function is to administer the regular Federal aid funds and emergency appropriations for road repair or construction made necessary by flood, drought, or other calamity occurring within the State. In order to take advantage of the aid offered by the Federal Aid Act of 1916, the General Assembly of Virginia in 1918 established a State highway system. Under it, new provisions for receiving local aid superseded these of the old local aid system for road construction. The Federal Aid Highway Act of 1921 increased the amount of Federal funds available to the States for road building. Out of this act came the present system of State road construction. This act limits mileage of public roads to be constructed with Federal funds to 7 per cent of the total public road mileage in the State. But when 90 per cent of this 7 per cent of the total public road mileage has been completed, there may be added for construction with Federal funds another 1 per cent of the total road mileage in the State. Thus by 1941, public road mileage to the amount of 9 per cent of the total public road mileage in Virginia was declared eligible for construction with Federal aid funds. According to the Report of the Chief of the Bureau of Public Roads for 1938, Virginia had never been made ineligible to receive Federal aid funds through failure of the State authorities to allot the amounts required by the Federal Government from the State's collections of motor vehicle fees and gasoline taxes. Because the policy of the Bureau is to improve roadsides by landscaping, Virginia since 1933 like other states has been required to include a reasonable number of roadside improvement projects in all programs using Federal funds. The road construction which is financed by Federal funds administered by the Bureau of Public Roads is actually done by the Virginia Department of Highways.

708. SETS OF HIGHWAY PLANS FOR ACTIVE PROJECTS, n.d. Blueprints which include a title sheet showing a map of project; summary sheet of construction quantities; and detail sheets that are required for plans and specifications of construction. Three copies of each set are made, one sent to Washington, one to district office, Spartanburg, S. C., and

one set retained in this office. Plans are wrapped in bundles, labeled with project number and stored in state highway office (Fulton shops) when project is completed. Filed numerically while in this office. (Daily, official.) 2 x 3 ft., blueprint plans, 34 ft., hung vertically on wooden racks. R. 2201. (400)

709. COUNTY MAPS, n.d. Printed county maps with pertinent information regarding road construction on contemplated projects and projects under construction. Arranged alphabetically. (Daily, official.) 5 x 8 folded maps, 1 ft., in wooden card cabinet. R. 2201. (398)

710. CORRESPONDENCE AND RECORD FILES, 1918 to date. Correspondence and records relative to projects upon which construction has been completed, and for which final vouchers have been paid; correspondence between highway officials, district engineer's office, Spartanburg, S. C., Washington office, and interested individuals. Filed numerically by project number. (Daily, official.) 10 x 11 folders, 50 ft., in steel transfer cases. R. 2201. (394)

711. CORRESPONDENCE AND RECORD FILES, 1921 to date. Correspondence and records relative to projects withdrawn at request of State Highway Department for failure to obtain right of way, desire to substitute projects having priority, and for lack of funds. Filed numerically by project number. (Weekly, official.) 10 x 11 folders, 2 ft., in steel transfer cases. R. 2201. (396)

712. CORRESPONDENCE AND RECORD FILES, 1921 to date. Correspondence and records relative to projects under construction or projects having active status. Correspondence with district engineer's office, Spartanburg, S. C., Washington office, and interested individuals. Records are complete histories of projects. Filed numerically by project number. Daily, official.) 10 x 11 folders, 20 ft., in 18 steel drawers of filing cases. R. 2201. (395)

713. GENERAL CORRESPONDENCE, 1922 to date. Miscellaneous correspondence with the district engineer, Spartanburg, S. C., and State Highway Department, pertaining to field workers, automobiles, property furnished to workmen, funds, programs for Federal aid, highway and grade crossing, and labor and maintenance; also vouchers for rent, telephone, service on automobiles, and office supplies. Correspondence 1922 - 1927 tied in heavy paper bundles, labeled and placed on floor of storage room adjoining office. (Recent records, daily, official; earlier records, never.) 10 x 11 folders and bundles, 19 ft. 6 in., in 5 steel drawers of filing cases, 4 steel transfer cases, and bundles placed on floor. R. 2201. (397)

714. CORRESPONDENCE AND RECORD FILES, 1933 to date. Correspondence and records relative to projects upon which construction has been completed, and final vouchers that have not been paid; correspondence between highway officials, district engineer's office, Spartanburg, S. C., Washington office, and interested individuals. Filed numerically by project number. (Daily, official.) 10 x 11 folders, 31 ft., in steel transfer cases. R. 2201. (393)

715. FIELD NOTES, 1933 to date. Condensed information regarding projects under construction, and completed projects on which part payment only has been made; also monthly inspection reports made by field engineers. Filed numerically by project number. (Daily, official.) 4½ x 8 envelopes, 4 ft. 5 in., in 5 wooden card cabinets. R. 2201. (399)

ROANOKE

NATIONAL PARKS
FIELD HEADQUARTERS
(A) Owl Garage, 120 Luck Ave., SW.
(B) Shenandoah Life Ins. Co. Bldg.
1st St. and Kirk Ave., SW.

This office was established in 1935 directly under the jurisdiction of the Bureau of Public Roads, Washington, D. C., to perform the great task of supervising the construction of roads in the Blue Ridge Parkway. It was authorized to make surveys and supervise the location of roadways; to award contracts for the construction of approved sections of roadways to private contractors; and to supervise the construction of roadways under private contract.

The Blue Ridge Parkway follows the crest of the Blue Ridge Mountains for approximately 480 miles, passing through Virginia and North Carolina into Tennessee. It links the Shenandoah National Park with the Great Smoky Mountain National Park. According to plan, 210 miles of this roadway will be in Virginia, and 240 miles in North Carolina and Tennessee. By 1939, approximately 134 miles had been completed with 170 miles under construction. The completed section of the Blue Ridge Parkway known as the Skyline Drive, which falls within the Shenandoah National Park, is among the most outstanding highways in the more than 900 miles of national parkways east of the Mississippi River.

The Blue Ridge Parkway like all national parkways under the Bureau of Public Roads is located on rights of way sufficiently broad to give complete control of roadside development. According to the Report of the Chief of the Bureau of Public Roads for 1939, "the construction of the forest roads and highways has been followed by recreational use and traffic generated by the development of resources in and adjacent to the /national/ forests to a much greater extent than was anticipated when the work began. Forest roads are located and built to preserve the scenic beauty of the forests, construction scars are removed, and aesthetic features are preserved and emphasized as a part of construction operations."

The total mileage of the forest highway system completed by the Bureau in Virginia during the year 1939 was 29.5 miles. This number includes all types of forest roads found in the system; 456.1 miles of all types of forest roads had been completed through 1939.

No records of this office were known to have been lost or destroyed and none had been sent to Washington for preservation when this survey was completed in April 1937.

716. COPIES OF LETTERS, BIDS, BILLS OF LADING, U. S. COMPENSATION COMMITTEE REPORTS AND ESTIMATES, Jan. 1 - Dec. 31, 1930. Correspondence and other official papers relating to supplies required by this agency and to the work which it supervises. (Rarely, official.) 8½ x 11 folders, 3 in., on wooden shelf. Worn from use. 2d floor, W. (Bldg. A). (127)

717. PAID VOUCHERS, Jan. 1, 1930 - Feb. 1934. Numbered 1-1599, for services and supplies. Prepared from purchase order book in office. Original and 2 copies sent to Washington; one copy retained in local office. Filed numerically. (Rarely, official.) 8½ x 11 loose papers, 3 ft., in binding cases (10). 2d floor, W. (Bldg. A). (123)

718. BLUEPRINTS OF VARIOUS PROJECTS ON SHENANDOAH, GREAT SMOKY MOUNTAIN TRAIL, Jan. 1, 1930 - Dec. 31, 1934. Show every phase of project under supervision of this agency; blueprints for these completed projects transferred from active file. Filed by project number. (Occasionally, official.) 24 x 36 blueprints, 8 ft., in wooden box. Dirty and damaged by faulty containers. 2d floor, W. (Bldg. A). (117)

719. FIELD BOOKS, 1930. Record check on truck loads used in construction projects on Blue Ridge Parkway. (Rarely, official.) 5 x 7 folders, 3 in., on wooden shelf. Worn from use. 2d floor, W. (Bldg. A). (120)

720. CORRESPONDENCE RECEIVED BY ASSOCIATE HIGHWAY ENGINEER, 1930. Communications pertaining to progress in Blue Ridge Parkway Division, from inspectors, field engineers, and contractors on Blue Ridge Parkway projects. (Rarely, official.) 8 x 10½ loose papers, 5 in., in cardboard letter file. 2d floor, W. (Bldg. A). (126)

721. MONTHLY NARRATIVE REPORTS ON BLUE RIDGE PARKWAY AND SHENANDOAH NATIONAL PARK, 1931 - 1933. Carbon copies of reports of engineers in charge of project, compiled in office from information sent in by field engineers, include progress on location surveys and plans, details of progress in construction covering every phase of work, project history, statistical report for month, volume of employment, progress charts, and misc. photographs. Original reports sent to Washington office. Active files in Shenandoah Life Insurance Company Bldg. Related to entry 738. (Never.) 9 x 12 covers, 1 ft. 5 in., in wooden box. Dirty. 2d floor, W. (Bldg. A). (122)

722. LEVEL BOOKS, May 1931 to date. Tabulations made by inspectors, engineers, and field survey parties, of Blue Ridge Parkway sections completed or under construction, showing elevations and depressions of earth's surface along line of proposed highway. Information for plotting profile of transit line and contours of earth's surface at specified intervals along transit lines is obtained from tabulations. Filed numerically. (Frequently, official.) 5 x 7½ vols., 45 ft. 6 in., on 10 wooden shelves. R. 632 (Bldg. B). (115)

723. GENERAL OFFICE RECORDS, INACTIVE, Jan. 1, 1932 - Dec. 1934. Reports, copies of contracts, pay rolls for personal services, letters of authorization, bills of lading, memorandum receipts, motor vehicle

reports, financial records covering allotments and expenditure comparisons, property records, with general and misc. correspondence pertaining to activities of this office. Related to entry 741. Filed chronologically. (Rarely, official.) 8 x 11 bundles, 1 ft., on floor. Dirty, and damaged by careless handling. 2d floor, W. (Bldg. A). (121)

724. FOREMAN'S DAILY TIME AND MATERIAL REPORT, 1932 - May 1935. Form FR56 records time made by employees on projects of Bureau of Public Roads, with date, project number, location, and description of work, name of employee, hours worked per day, and signature of foreman. Reverse side shows stations worked, kind and amount of material. Used to compile and check pay rolls. Impossible to determine gaps; file disorganized and impermanent. (Seldom, official.) 5 x 8 loose papers, 1 ft. 6 in., in cardboard letter file. Worn from use. 2d floor, W. (Bldg. A). (118)

725. PROJECT FILES FOR SHENANDOAH NATIONAL PARK, INACTIVE, 1932 - Sept. 1935. Correspondence of senior highway engineer with contractors, field engineers, and Bureau of Public Roads, Washington, D. C., regarding progress of projects in Shenandoah National Park; also bid estimates and blueprints, copies of contracts, monthly estimate of work completed, employment records and reports of personnel, transcript of monthly pay roll, and work orders. Related to entry 745. Filed chronologically. (Seldom, official) 9 x 12 folders, 1 ft. 6 in., in wooden box. Dirty and damaged by careless handling. 2d floor, W. (Bldg. A). (114)

726. INSPECTOR'S CONSTRUCTION REPORTS AND /SURVEY/ PARTY CHIEFS' DAILY REPORTS, Jan. 1932 to date. Inspector's reports on progress made on each phase of project under inspection, usually in statistical form accompanied by brief narrative account. Reports of chiefs of survey parties show number in party, location of work, work completed, and hours worked. Originals sent to highway engineer's office. (Rarely, official.) 9 x 10 bundles, 1 ft., in wooden box. Dirty, and damaged by careless handling. 2d floor, W. (Bldg. A). (124)

727. APPLICATIONS FOR EMPLOYMENT, INACTIVE, 1933. Mimeographed application form. Date, full name, address, legal state of residence, personal data, and educational and employment records; also related correspondence. Related to entry 740. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 3 in., on wooden shelf. 2d floor, W. (Bldg. A). (125)

728. TIME CARDS, Jan. 1933 - June 1935. For 3-month periods, record name of employee, title, rate of daily pay and time worked per day, semi-monthly earnings, and date of original employment. (Rarely, official.) 4 x 6 bundle, 6 in., on wooden shelf. 2d floor, W. (Bldg. A). (119)

729. TOPOGRAPHICAL SHEETS, Apr. 1933 to date. Of sections of Blue Ridge Parkway under supervision of this office. Information to be used for road construction. Filed alphabetically. (Frequently, official.) 30 x 45 loose papers, 2 ft. 6 in., in 10 wooden drawers of map file cabinets. R. 632 (Bldg. B). (112)

730. STONE TONNAGE, 1934. Tabulations and reports on tonnage of

stone hauled on Blue Ridge Parkway construction projects supervised by this agency. (Rarely, official.) 8 x 10 loose papers, 3 in., in cardboard letter file. 2d floor, W. (Bldg. A). (116)

731. CERTIFIED TRANSCRIPT OF LABOR PAY ROLLS, 1934. Form F200, copies made by contractors on projects, showing number and location of project, date of pay roll, name and title of employee, rate per hour, hours worked per day, total hours for pay period, and total amount due each employee; also correspondence of contractor with senior highway engineer, relative to pay rolls. Filed by project number and name. (Rarely, official.) 9½ x 12 envelopes, 1 ft. 4 in., in wooden box. Dirty. 2d floor, W. (Bldg. A). (115)

732. GRADE BALANCE AND ESTIMATE SHEETS, 1934 to date. Cover projects along Blue Ridge Parkway in Va. and N. C. and record mathematical tabulations, classified as "Work Records", which are used by draftsmen and other employees of agency in computing cuts, fills, and other phases of road building preliminary to drawing up plans and specifications and preparing blueprints for projects to be let under contract. Filed numerically. (Frequently, official.) 9 x 12 folders, 9 ft., in 5 drawers of metal filing case. Rs. 632, 625-629 (Bldg. B). (111, 110)

733. EQUIPMENT RECORD, Jan. 1934 to date. Type and serial number, date and to whom issued, and date and condition upon return. Perpetual inventory of every article used by this agency. Filed alphabetically by type of equipment. (Frequently, official.) 5 x 8 cards, 15 ft., in 10 drawers of metal card cabinets. R. 614 (Bldg. B). (103)

734. CARBON COPY PURCHASE ORDER BOOK, Jan. 1934 to date. Each order shows order number, date of issue, vendor's name and address, description of supplies or equipment, and signature of employee issuing order. Records covered by voucher files, voucher compiled from individual purchase orders. Arranged numerically. (Seldom, official.) 4½ x 8½ vols., 12 ft. 6 in., on 2 wooden shelves. R. 614 (Bldg. B). (108)

735. PLANS OF VARIOUS PROJECTS, Jan. 1934 to date. Blueprints of projects supervised by this agency with data regarding work on projects. Will be transferred to storerooms in Owl Garage when of no further use. Filed numerically by project number. (Seldom, official.) 24 x 36 blueprints, 4 ft., on 10 wooden shelves. R. 614 (Bldg. B). (107)

736. PERSONNEL RECORDS AND CORRESPONDENCE, Jan. 1934 to date. Of field and office personnel including former employees; and correspondence of senior highway engineer with Highway Commission, Richmond, Va. Records show date of appointment, duration of service, personal history, pay rate, and status. Filed alphabetically by employee's name. (Seldom, official.) 9 x 12 folders, 4 ft., in 2 drawers of metal filing case. R. 614 (Bldg. B). (104)

737. SUPPLY CONTRACTS, EXPIRED, July 1, 1934 to date. Related correspondence and copies of contracts for survey covering every item purchased exceeding $50, such as stakes, gas, oil, flagging cloth, and rental of equipment. Filed alphabetically by name of contracting com-

pany. (Seldom, official.) 10 x 12 loose papers, 2 ft., in drawer of steel filing case. R. 614 (Bldg. B). (105)

738. MONTHLY NARRATIVE REPORTS ON BLUE RIDGE PARKWAY AND SHENANDOAH NATIONAL PARK, Oct. 1934 to date. Carbon copies of reports, of engineers in charge of projects, compiled in local office from information sent in by field engineers on progress on location surveys and plans, details of progress in construction work covering every phase of work, project history, statistical report for month, and volume of employment; include progress charts and misc. photographs. Original reports sent to Washington office. Related to entry 721. (Frequently, official.) 9 x 12 covers, 2 ft., in drawer of metal filing case. R. 613 (Bldg. B). (101)

739. VOUCHERS, Oct. 1934 to date. Standard Form 1034a, Public Voucher for Purchases, and Services other than Personal, memorandum copy prepared from purchase order book. Original vouchers sent to Washington office. Filed alphabetically. (Rarely, official.) $8\frac{1}{2}$ x 11 folders, 12 ft., in 6 drawers of metal filing case. R. 613 (Bldg. B). (99)

740. APPLICATIONS FOR EMPLOYMENT, Oct. 1934 to date. Identical with related entry 727. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 614 (Bldg. B). (102)

741. GENERAL OFFICE RECORDS, ACTIVE, Jan. 1935 to date. Reports, copies of contracts, pay rolls for personal services, letters of authorization, bills of lading, memorandum receipts, motor vehicle reports, financial records covering allotments and expenditure comparisons, property records, with general and misc. correspondence pertaining to office activities. Related to entry 723. Filed by subject. (Frequently, official.) $9\frac{1}{2}$ x $11\frac{1}{4}$ pockets, 20 ft., in 10 drawers of metal filing cases. R. 613 (Bldg. B). (100)

742. BLUE RIDGE PARKWAY PROJECT FILE, Oct. 1935 to date. Correspondence of senior highway engineer with hdqrs. in Washington, contractors in Va. and other states, and field engineers; monthly estimates and tabulations of work completed, copy of contract with private contractor, bid estimates, blueprints submitted by contractors, employment records and monthly reports of men on projects. Filed by contractor's name and project number. (Frequently, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ pockets, 8 ft., in 4 drawers of metal filing case. R. 614 (Bldg. B). (106)

743. PROJECT FILES FOR SHENANDOAH NATIONAL PARK, Oct. 1935 to date. Correspondence of senior highway engineer with contractors, field engineers, and Bureau of Public Roads, Washington, D. C., regarding progress of projects in Shenandoah National Park; also bid estimates and blueprints, copies of contracts, monthly estimate of work completed, employment records and reports of personnel, transcript of monthly pay roll, and work orders. Related to entry 725. Filed numerically by project number under name of contractor. (Frequently, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ pockets, 6 ft., in 3 drawers of metal filing case. R. 614 (Bldg. B). (109)

THE RESETTLEMENT ADMINISTRATION

OHIO STATE UNIVERSITY

INTRODUCTION

It may be questioned why the offices in this section are not listed under the Farm Security Administration which took over the Resettlement Administration in September 1937. The explanation is that since the survey could not be brought up to date, it seemed more exact to list the offices under the Resettlement Administration, to which they belonged when their records were surveyed, than to list them under the Farm Security Administration which had not then come into being. On the other hand, the operations of the Farm Security Administration are described since the Resettlement Administration gave rise to the Farm Security Administration.

The Resettlement Administration which was formed by the merging of agencies or parts of agencies that were introduced by the Federal Government after 1931 to aid destitute farm folk, was established in Virginia on April 30, 1935. The agencies, divisions, and program which it absorbed were the Rural Rehabilitation Corporation of Virginia, formerly the Rural Rehabilitation Division of Emergency Relief Administration in Virginia; the Federal Subsistence Homesteads Corporation, formerly the Division of Subsistence Homesteads of the Department of the Interior; the land utilization program of the National Resources Board, and the Land Policy Section of the Agricultural Adjustment Administration. But the work carried on by the Resettlement Administration really started in Virginia not on April 30, 1935, the date of its establishment in the state but on May 4, 1934, the day on which the office of the first state supervisor of the Rural Rehabilitation Corporation was opened in Richmond. Soon afterward, local Rural Rehabilitation Corporation offices administered by county supervisors were opened in Heathsville, Northumberland County; Halifax, Halifax County; and Amelia, Amelia County; and in 1935 approximately 40 similar county supervisors' offices were opened in other counties.

The obligations to impoverished farm folk which the Federal Government assumed in establishing the Resettlement Administration were increased by the Bankhead-Jones Farm Tenant Act for promoting home ownership of farms and for reducing farm tenancy. This act of July 22, 1937, made it necessary to establish the Farm Security Administration under which could be combined the work of the Resettlement Administration and the work of carrying out the provisions of the act. As a result the Farm Security Administration which was created September 1, 1937, absorbed the Resettlement Administration, except for the Land Utilization Division which had offices at Blacksburg and Farmville, Virginia.

The function of the Farm Security Administration is to carry out the rehabilitation program of the former Resettlement Administration and to

make tenant purchase loans under the Bankhead-Jones Farm Tenant Act. The loans made to worthy tenants to enable them to own their farms are safeguarded by requiring the borrowers to cooperate with the county supervisors whom the Farm Security Administration inherited from the Resettlement Administration. Tenant purchase loans, standard rehabilitation loans, and community service loans are types of loans, and farm debt adjustments, improvement of land tenures, medical association membership, and cash grants are the types of services which are made available. The FSA county supervisors and home management supervisors in turn must cooperate with the county agricultural agents and home demonstration agents of the Extension Service in giving the borrowers instruction in sound farming practice in home economics and management. By these means, the borrowers are taught how to make farming pay and are thus ultimately enabled, if possible, to pay back their loans. The FSA county supervisors work also with the Farm Credit Administration, and with practically all other divisions of the Department of Agriculture which directly or indirectly help indigent farmers to become permanently self-sustaining. By 1940, tenant purchase loans had been made to 149 Virginia tenants and sharecroppers to enable them to purchase farms of their own. These loans are available generally in counties where tenancy is most prevalent or is increasing. According to the United States Census for 1930, the percentage of farm tenancy in Virginia was 33.8. A report entitled The Rehabilitation of Virginia Farm Families, released by the WPA in 1939, and sponsored by the Virginia Polytechnic Institute, maintains that at that date 29 per cent of the farmers in the state were tenants or sharecroppers; and that more than half of the rehabilitation families were either tenants or sharecroppers when Government aid was given them. A communication received in March 1940 by the Historical Records Survey of Virginia from the FSA regional office in Raleigh, North Carolina, states that the FSA working with the Virginia Polytechnic Institute had succeeded by 1940 in improving the tenure of 3850 tenants, and in advancing 869 sharecropping families to the tenant status. This may be compared with the latest available findings of the Department of Agriculture and Immigration of the state of Virginia which puts the figure for farm tenancy in 1940 at 26.9 per cent, thus showing when compared with the United States Census of 1930 a drop of approximately 7 per cent in farm tenancy in the decade.

Standard rehabilitation loans are made to farmers who are not able to obtain elsewhere adequate credit with which to purchase seed, tools, livestock, and other necessary equipment. Community service loans are made to groups of farmers to enable them to buy some piece of farm machinery or some farm animal too expensive to be owned by an individual borrower. Farm debt adjustments are made to farmers who are overburdened with debt whether or not they participate in other parts of the FSA program. The FSA provides means by which debts are adjusted to an individual's capacity to pay. The WPA report of February 1939 on the rehabilitation of Virginia farm families states that nearly all of the families accepted by the FSA were in debt; that the average debt of the white family was $470.00, the debt of the colored $355.00; and that by July 1938, the Farm Debt Adjustment program had been the means of reducing the total debt of rehabilitation borrowers in Virginia by more than a million dollars. Of all families who had received FSA loans, 42 per cent were making excellent progress; 44 per cent were making fair progress; and only 14 per cent were making little or no advance. Owners had made better progress than tenants or sharecroppers.

The increase in the size of farms of these borrowers from an average of 77.28 acres to 90.13 acres, according to the FSA regional office at Raleigh, is not expected to be used to expand commercial crops but to produce forage for home consumption, and fruits and vegetables which will give the families a better diet. Small grants of cash have been made in extreme cases to families to tide them over until they could make their first crop. Grants have averaged $4.10 per family in this state, or a total of $32,472.00 over a four-year period. Farm family membership in local medical associations is also encouraged, and in some cases financed, by the FSA. By June 1939, there were eight counties in Virginia with medical associations in which FSA families were enrolled.

Before loans were made available to individuals to buy farms under the tenant purchase program, two experimental housing projects were set up in Virginia under the Federal Subsistence Homesteads Corporation, which was later absorbed by the Resettlement Administration. A large tract of land was bought in the Blue Ridge Section in Rockingham County near Elkton. On this tract the Shenandoah Homesteads were built for families whose homes had been absorbed in national park areas. Aberdeen Gardens was built near Newport News to provide nomes for low-income industrialized negroes. The archives of these two projects were not surveyed.

Virginia is in Region 4 of the Farm Security Administration with regional headquarters in Raleigh, North Carolina. State headquarters are in Richmond. The state is divided into ten districts; headquarters for districts 1, 2, 3, and 4 are in Blacksburg; headquarters for districts 5, 6, 7, 8, 9, and 10 are in Richmond.

The inventory lists the records of the offices of forty county supervisors. It lists also the records of the Land Utilization Division at Blacksburg and at Farmville since that division originated under the Resettlement Administration, and the records of the state headquarters office, the district offices, and the Farm Debt Adjustment office. All of these offices except those of the Land Utilization Division were transferred to the Farm Security Administration on September 1, 1937. The Land Utilization Division was transferred on the same date to the Bureau of Agricultural Economics, and later to the Soil Conservation Service.

THE RESETTLEMENT ADMINISTRATION

ABINGDON

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Post Office, Main St.

This office was established in Abingdon, Washington County, on February 1, 1935, as headquarters for Washington County and for part of Russell County. In 1937 no records of this office were known to have been lost or destroyed; none had been sent to Washington for preservation. This survey was completed on April 6, 1937.

744. CLIENTS' FOLDERS, OBSOLETE, 1934 - 1935. Show name and address, and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; 113, Rehabilitation Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 2 ft. 10 in., on wooden shelf. 3d floor. (132)

745. CLIENTS' FOLDERS, 1935 to date. Show name and address, and contain RA-RR forms: 12 (rev.), Application for Rehabilitation; 12a (rev.), Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; 19, Supervisor's Farm Visit Report; RA-LE forms: 30.44, Chattel Deed of Trust; 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. Cases become obsolete when 1937 - 1938 cases have been surveyed and approved. Filed alphabetically. (Frequently, official.) 8½ x 11 folders, 3 ft., in drawer of steel filing case. 3d floor. (127)

746. CORRESPONDENCE, Feb. 1, 1935 to date. With regional, state, and district offices, and county and home demonstration agents relative to rural rehabilitation problems. Filed by subject and arranged chron-

ologically. (Frequently, official.) 8½ x 11 folders, 1 ft., in drawer of steel filing case. 3d floor. (129)

747. FINANCE, Feb. 1, 1935 to date. Travel expense vouchers, time sheets, requisitions for office supplies, and other data pertaining to financial administration of this office. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 3 in., in drawer of steel filing case. 3d floor. (131)

748. INSTRUCTIONS, Feb. 1, 1935 to date. From regional, state, and district officials outlining correct procedure in the application of rural rehabilitation. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 4 in., clamped to writing boards attached to wall. 3d floor. (126)

749. MISCELLANEOUS PAPERS, Feb. 1, 1935 to date. Correspondence with dist. and county supvrs., Production Credit Asso. officials, WPA officials, and CCC applicants; and copies of repayment notices to clients, clothing requisitions, schedules of supervisors' visits, county committee reports, news articles for publication, and gardening bulletins. Filed by subject and arranged chronologically. (Frequently, official.) 8½ x 11 folders, 1 ft. 6 in., in drawer of steel filing case. 3d floor. (125)

750. WEEKLY AND MONTHLY REPORTS, Feb. 1, 1935 to date. From supvr. of this office to dist. supvr., showing date submitted; name and address of supvr. making report; number of days on duty in field and office; number of farm, home, and other visits made; number of official calls received; number of families investigated; number of emergency, supplemental, resettlement, subsequent, and standard loan requests submitted; number of emergency grants issued; and records of meetings held, giving date, place, purpose, and attendance. Weekly reports, recapitulated in monthly reports, discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 4 in., in drawer of steel filing case. 3d floor. (130)

751. CLIENTS' FINANCE STATUS CARDS, Feb. 1935 to date. Name and address, date and amount of advances, distribution of loan, date and amounts of repayments, balance due, and record of repossessed capital goods. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 6 in., in drawer of pasteboard card cabinet. 3d floor. (128)

AMELIA

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Amelia Grocery Co., Va. Route 38

This office was established in December 1934 in Amelia, Amelia

County, as headquarters for Amelia, Chesterfield, and Powhatan counties. In 1937 no records were known to have been lost or destroyed; none had been sent to Washington for preservation. The survey was completed on March 3, 1937.

752. CLIENTS' FOLDERS, OBSOLETE, 1935 - 1936. Show name and address, and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; Contract Form 5, Crop Lien Agreement; also correspondence of supvrs. with clients. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 3 ft., in pasteboard boxes (3). 2d floor. (3)

753. CORRESPONDENCE, Jan. 1, 1935 to date. With regional, state, and district offices and county and home demonstration agents; also unclassified correspondence. Filed chronologically. (Frequently, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. 2d floor. (1)

754. FINANCE, Jan. 1935 to date. Travel vouchers of supvrs. and time sheets of secretary, with related correspondence. Filed chronologically. (Frequently, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. 2d floor. (2)

755. MISCELLANEOUS PAPERS, Jan. 1935 to date. Schedules of collections; schedules of disbursements; information on CCC and NYA; news items; requisitions to Surplus Commodities Div. for food for clients; inventories of livestock, property, and equipment; and minutes of county advisory committee meetings. Filed chronologically. (Frequently, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. 2d floor. (7)

756. WEEKLY AND MONTHLY REPORTS, Jan. 1935 to date. To dist supvr. relative to activities of supvrs. in charge of this office showing name of officer making report; date submitted report; number of days on duty in field or office; farm, home, and other visits made; official calls received; families investigated; number of emergency, supplemental, resettlement, and subsequent loan requests submitted; number of cases investigated; number of emergency grants issued; and records of meetings held giving date, place, purpose, and attendance. Weekly reports, recapitulated in monthly report, discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. 2d floor. (8)

757. INSTRUCTIONS, July 1935 to date. Of regional, state, and district officials concerning technical problems and general matters. Filed chronologically. (Frequently, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. 2d floor. (6)

758. CLIENTS' FINANCE STATUS CARDS, 1936 to date. Name and address, date, amount of advances, voucher number, distribution of loan, date and amount of repayments, and description of repossessed goods. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 6 in., in pasteboard box. 2d floor. (4)

759. CLIENTS' FOLDERS, 1936 to date. Show name and address, and contain RA-RR forms: 12 (rev.), Application for Rehabilitation; 12a (rev.), Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 56 (supplement to 14), Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; 17c, Return of Document; 19, Supervisor's Farm Visit Report; RA-LE forms: 30.44c, Chattel Deed of Trust; 51, Crop Lien Agreement; and RA-FI Contract 5, Loan Voucher; also correspondence of supvrs. with clients. 1936 - 1937 cases become obsolete after 1937 - 1938 cases have been surveyed and accepted. Filed alphabetically. (Frequently, official.) 9 x 11 folders, 2 ft. 10 in., in drawer of steel filing case. 2d floor. (5)

BIG STONE GAP

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Post Office and Court House
Fourth St. and Wood Ave.

This office was established in Big Stone Gap, Wise County, on March 1, 1935, as headquarters for Wise and Scott counties. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on April 14, 1937.

760. CLIENTS' FOLDERS, OBSOLETE, 1934 - 1935. Show name and address and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey, 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; 113, Rehabilitation Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 1 ft. 10 in., in pasteboard box. 1st floor. (52)

761. CLIENTS' FINANCE STATUS CARDS, 1935 to date. Name and address, date and amount of advances, distribution of loan, date and amount of repayments, record of repossessed capital goods, and balance due. Filed alphabetically. (Frequently, official.) 5 x 8 loose cards, 4 in., in drawer of pasteboard card cabinet. 1st floor. (55)

762. CLIENTS' FOLDERS, 1935 to date. Show name and address and contain RA-RR forms: 12 (rev.), Application for Rehabilitation, 12a (rev.), Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; 19, Supervisor's Farm Visit Report; RA-LE forms: 30.44c, Chattel Deed of

Trust; 31.44a, Chattel Deed of Trust Note A; and 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. These cases become obsolete when 1937 - 1938 cases have been surveyed and approved. Filed alphabetically. (Frequently, official.) 9 x 11 folders, 2 ft. 6 in., in drawer of steel filing case. 1st floor. (53)

763. FINANCE, Mar. 1, 1935 to date. Copies of travel expense vouchers, schedules of collections, schedules of disbursements, time sheets, requisitions for office supplies, and data pertaining to financial administration of office. Filed chronologically. (Frequently, official.) 9 x 11 folders, 3 in., in drawer of steel filing case. 1st floor. (54)

764. INSTRUCTIONS, Mar. 1, 1935 to date. From regional, state, and district officials, concerning correct procedure for dealing with rural rehabilitation problems. Filed chronologically. (Frequently, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. 1st floor. (56)

765. CORRESPONDENCE, Mar. 1935 to date. With regional, state, and district offices, and county agents. Filed chronologically. (Frequently, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. 1st floor. (51)

766. WEEKLY AND MONTHLY REPORTS, Mar. 1935 to date. Submitted to dist. supvr. by county rural rehabilitation and home management supvrs., showing date; name and address of supervisor making report; number of days on duty in field or office; number of farm, home, and other visits made; number of official calls received; number of families investigated; number of emergency grants issued; number of supplemental, resettlement, subsequent, and standard loan requests submitted; and records of meetings held giving date, place, purpose, and attendance. Weekly reports, recapitulated in monthly reports, discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. 1st floor. (57)

BLACKSBURG

RURAL REHABILITATION DIVISION
DISTRICT SUPERVISOR
War Memorial Gymnasium
Virginia Polytechnic Institute

This office was established in September 1935. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on September 20, 1937.

767. GENERAL, AREA, AND GARDEN FILES OF DISTRICT IV, Dec. 1934 - Aug. 1935. Dist. General Files: Correspondence of dist. supvr. with

state office and individuals, applications and approvals of employment, reports on distribution of commodities, statements of annual man-hours, narrative reports covering all work, itineraries of dist. office personnel, budgets, requisitions, and copies of reports of supvrs. Area files: correspondence, weekly reports, purchase orders, rehabilitation agreements, general purchase orders, and land owners' leases. Garden files: correspondence with non-Govt. persons on garden program, statements of expenditures, and applications for employment. General Files cover period Dec. 1934 - Aug. 1935; Area and Garden Files Jan. - Aug. 1935. Filed alphabetically. (Never.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 103. (326)

768. AREA, CLIENT, AND EMERGENCY SEED AND FEED LOAN CASE FILES, Jan. 1935 to date. Records of activities in counties of Bland, Carroll, Craig, Dickenson, Floyd, Giles, Grayson, Lee, Montgomery, Pulaski, Roanoke, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe. Original agreements between clients and Resettlement Administration, with supporting documents and correspondence of supvrs. relative to clients. Covered by index, entry 769. Filed alphabetically by name of client, under county. (Area files, occasionally; other files, frequently, official) 9 x 12 folders, 29 ft. 11 in., in 15 drawers of steel filing cases. R. 103. (327)

769. CARD INDEX TO STANDARD CORPORATION CASES, RESETTLEMENT CASES, AND EMERGENCY SEED AND FEED LOAN CASES, Sept. 1, 1935 to date. Name of client, address, and case no. Cards segregated by type of case with sections for Standard Corporation Cases, Emergency Seed and Feed Loan Cases, and Resettlement Cases. Index covers entry 768. Filed alphabetically by name of client. (Frequently, official.) 3 x 5 cards, 1 ft. 11 in., in 2 drawers of steel card cabinet. R. 103. (325)

770. GENERAL FILES, Sept. 1, 1935 to date. Correspondence with regional and state office personnel, dist. and county supvrs., extension agents, and non-Govt. persons; circular letters; copies of travel and expense vouchers; weekly, semimonthly, and monthly reports; schedules of collections from clients; applications for rehabilitation; applications for employment; complaints; lists of CCC enrollees whose parents are rural rehabilitation clients; check lists of equipment and supplies; inventories of equipment in county offices; maps and charts; NYA lists of children of rural rehabilitation clients; telephone and telegraph bills; copies of telegrams; and copies of semimonthly time and leave sheets for dist. office personnel. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 4 ft. 9 in., in 3 drawers of steel filing case. R. 103. (328)

Specialist in Community and Cooperative Services

771. MISCELLANEOUS FILES, Mar. - June 1935. Correspondence of specialist in community work with state office, other specialists, dist. supvrs., and individuals regarding projects planned by specialist; also applications for approval of projects, copies of expense accounts and travel statements, and illustrative material used by specialist in carrying out program. Filed alphabetically. (Never.) 9 x 12 folders,

1 ft. 3 in., in drawer of steel filing case. R. 103. (356)

772. GENERAL FILES, Sept. 1935 to date. Correspondence of specialist with regional office, state office, associate extension agricultural economist in charge of cooperative associations, county agricultural extension agents, officials and members of various farmers' cooperative associations, and individuals; personal correspondence of specialist; copies of expense accounts and travel statements; weekly reports, copies of monthly statistical reports of farmers' cooperative organizations; fire insurance records; bulletins and instructions; RA-RR Form 28, Application for Loan by Farmers' Cooperative Association; charters and by-laws of associations; statements of financial status of associations; and forms and illustrative material used by specialist in carrying on program. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case. R. 103. (355)

773. FILES OF APPLICATIONS FOR FUNDS TO PARTICIPATE IN COOPERATIVE COMMUNITY SERVICES, July 1936 to date. Correspondence of specialists with Resettlement Administration officials in Va. relative to applications for funds; RA-RR Form 23, application for loan with which to buy farm equipment; attached narrative sheets of proposed use of equipment obtained, and additional data on applicant for which no space on form. Application is first step in service sponsored by Resettlement Administration. Neighboring farmers sign agreement to rent equipment from farmer applying. Rentals used in paying off loan. Filed numerically by service no. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. R. 103. (359)

Regional Resettlement Representative

774. GENERAL FILES, Sept. 1935 - June 1936. Correspondence of regional resettlement representative with state rural rehabilitation director and other members of state staff, regional office staff, officials of Washington office, and non-Govt. persons, relative to work of representative; mimeographed and circular letters of instructions; copies of weekly statistical reports; misc. papers including applications for farms by county; bills of lading and copies of requisitions; directory of areas; copies of expense accounts; reports of farm supvrs.; misc. maps and forms; rehabilitation material; statistical maps of Va.; and copies of telegrams. Also Area Files, containing offers made to Resettlement Administration of land for lease and for purchase, applications for farms, maps of counties, project data, project proposals, and copies of RA-RR Form 12a, Referral of Case, and of RA-RR Form 13, Confidential Report used for preliminary selection of preferred cases for resettlement. Filed alphabetically. (Never.) 9 x 12 folders, 4 ft. 6 in., in 7 drawers of steel filing cases. R. 103. (360)

BLACKSBURG

DIVISION OF LAND UTILIZATION
STATE LAND PLANNING SPECIALIST
Dairy Bldg., Virginia Polytechnic Institute

This office was established in August 1934 to do the type of work later carried on by the Resettlement Administration. In July 1935 it was transferred to the Land Utilization Division of the newly created Resettlement Administration. The personnel of the former Land Policy Section of the Agricultural Adjustment Administration had already become the nucleus of the Division of Land Utilization of the Resettlement Administration. When the Farm Security Administration took over the Resettlement Administration in September 1937, the Land Utilization Division was lopped off and transferred to the Bureau of Agricultural Economics. In November 1938 the Land Utilization Division was transferred from the Bureau of Agricultural Economics to the Soil Conservation Service. This office of the Division is included in this section of the inventory rather than in that on Soil Conservation because its records were an integral part of the Resettlement Administration when the records of the RA were surveyed. The function of the office is to promote by means of studies and experiments the better use of rural lands. Thus projects are conducted in certain sections of the state to demonstrate ways in which land may be more profitably utilized. In 1937 none of the records were known to have been lost or destroyed; none had been sent to Washington for preservation. The survey was completed on September 21, 1937, when the office was still under the Resettlement Administration.

775. GENERAL FILES OF THE LAND PLANNING SPECIALIST, Aug. 1934 to date. Correspondence of state land planning specialist with state and regional offices, project managers, officials of National Resources Board, and individuals on phases of work of dept.; also census data on population trends, maps of farming trends, data on land reports, tabulations on phases of land use, original of "A Preliminary Report on Extent and Character of Desirable Adjustments in Rural Land Use in Virginia in 1935," authorizations and appointments, applications for leaves of absence, reports on proposed land acquisition projects, original maps of various Va. counties in which work of land planning specialist has been carried on, copies of expense accounts for travel performed by specialist and assistant, narrative and statistical data on resettlement projects, inventory of basic data and material available for land use planning in Va., mailing lists, outlines for procedure and project proposals, purchase orders, copies of requisitions, and daily, monthly, and semiannual narrative and statistical reports. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 5 ft. 3 in., in 4 drawers of steel filing case. Older records soiled and worn. R. 206. (354)

BOWLING GREEN

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Caroline County Court House

This office was established at Bowling Green, Caroline County, on January 15, 1935, as headquarters for Caroline and King George counties. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on May 18, 1937.

776. BULLETINS, Dec. 1, 1935 to date. From regional office, Raleigh, N. C., and Resettlement Administration, Washington, D. C., pertaining to rules and regulations, new methods adopted, instructions, transaction of routine business, explanations of forms, etc. Regional bulletins sent to dist. offices of this region only. Filed chronologically. (Frequently, official.) 8½ x 11 loose sheets, 1 ft. 6 in., in drawer of metal filing case. NE. corner, 2d floor. (10)

777. GENERAL FILE, Dec. 1, 1935 to date. Correspondence with regional office, Raleigh, N. C., and Resettlement Administration, Washington, D. C.; also records and reports relative to office supplies, instructions, duties of office, reports of investigations, bulletins, circular letters, clients' payments, and various minor subjects. Filed according to subject. (Daily, official.) 9 x 12 folders, 4 ft. 7 in., in 3 drawers of metal filing case. NE. corner, 2d floor. (8)

778. CONFIDENTIAL INVESTIGATIONS, Jan. 1, 1936 to date. Correspondence and reports relative to individuals making application for loans. Filed alphabetically. (Frequently, confidential.) 9 x 12 folders, 3 ft., in 2 drawers of metal filing case. NE. corner, 2d floor. (7)

779. CLIENTS' PERSONAL FILE, Jan. 15, 1936 to date. Correspondence of this office with individuals obtaining loans; also records and reports relating to following subjects: defaulted payments, time extensions, payments made, uses of loan, letters of inquiry, and routine matters. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. NE. corner, 2d floor. (5)

780. LOAN APPLICATIONS, Jan. 15, 1936 to date. Applications from Caroline and King George counties. Name, address, character and credit references, loan desired, security offered, purpose of loan, approval of application, and date loan was made. Filed alphabetically. (Frequently, official.) 8½ x 11 loose sheets, 1 ft. 5 in., in drawer of metal filing case. NE. corner, 2d floor. (9)

781. REJECTED LOANS, Feb. 1, 1936 to date. Records and reports on

loan applications rejected by office. Name, date application was made, amount of loan desired, security offered, character and credit references, reason for rejection, and complete report of investigation. Individual, before being considered for loan, must be recommended by committee composed of citizens of community wherein he resides. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. NE. corner, 2d floor. (6)

CHARLOTTE COURT HOUSE

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Masonic Bldg., Va. Route 49

This office was established at Charlotte Court House, Charlotte County, on November 20, 1935, as headquarters for Charlotte County. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on March 26, 1937.

782. CLIENTS' FOLDERS, 1935 to date. Show name and address, and contain RA-RR forms: 12 (rev.), Application for Rehabilitation; 12a (rev.), Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan, 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; 19, Supervisor's Farm Visit Report; RA-LE forms: 30.44c, Chattel Deed of Trust; 31.44a, Chattel Deed of Trust Note A; 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Frequently, official.) 8½ x 11 folders, 3 ft., in drawer of steel filing case. 1st floor. (8)

783. CLIENTS' FINANCE STATUS CARDS, Nov. 1935 to date. Name and address, date and amount of advances, distribution of loan, date and amount of repayments, balance due, and record of repossessed capital goods. Filed alphabetically. (Frequently, official.) 5 x 8 loose cards, 4 in., in pasteboard card cabinet. 1st floor. (3)

784. FINANCE, Nov. 1935 to date. Schedules of disbursements and of collections, travel expense accounts, time sheets receipts for salary checks, office supply requisitions, and other data pertaining to financial administration of this office. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 6 in., in drawer of steel filing case. 1st floor. (7)

785. INSTRUCTIONS, Nov. 1935 to date. From regional, state, and district officials relative to correct procedure in executing official duties as rehabilitation supvrs. Filed alphabetically and chron-

ologically. (Frequently, official.) 8½ x 11 folders, 6 in., in drawer of steel filing case. 1st floor. (5)

786. MISCELLANEOUS PAPERS, Nov. 1935 to date. Pertaining to activities of personnel of this office: reports of county committee meetings, seed loan statements, fertilizer price lists, and livestock inventories; also NYA correspondence relative to available workers. Filed alphabetically and chronologically. (Frequently, official.) 8½ x 11 folders, 2 in., in drawer of steel filing case. 1st floor. (4)

787. WEEKLY AND MONTHLY REPORTS, Nov. 1935 to date. To dist. supvr. showing date submitted; name and official address of supvr. making report; number of days on duty in field or office; number of home and other visits made; number of official calls received; number of families investigated; number of emergency, supplemental, resettlement, subsequent, and standard loan requests submitted; number of emergency grants issued; and records of meetings held, giving place, date, purpose, and attendance. Weekly reports, recapitulated in monthly reports, discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 1 in., in drawer of steel filing case. 1st floor. (2)

788. CORRESPONDENCE, Nov. 20, 1935 to date. With regional, state, and district offices, rural rehabilitation and home management supvrs., and county agents relative to rural rehabilitation problems. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 4 in., in drawer of steel filing case. 1st floor. (1)

789. MISCELLANEOUS CORRESPONDENCE, Nov. 20, 1935 to date. With officials of Production Credit Asso., Charlotte Gazette, Surplus Commodities Division of WPA, and Virginia-Carolina Chemical Co., and with other dist. and county supvrs. concerning rural rehabilitation. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 4 in., in drawer of steel filing case. 1st floor. (6)

CHATHAM

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Planters Bank Bldg., Maine and W. Chatham Sts.

This office was established in Chatham, Pittsylvania County, about 1935 as headquarters for Pittsylvania County. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on Feb. 21, 1937.

790. CLIENTS' FOLDERS, OBSOLETE, Feb. 1935 - June 1936. Correspondence with clients, work sheets, progress reports, supplementary receipts, and purchase orders. (Seldom, official.) 10 x 14 folders, 8 in., in drawer of steel filing case. 2d floor. (2)

791. WEEKLY REPORTS, Feb. 1935 - Dec. 1936. To dist. supvr., covering activities of personnel attached to this office and showing date submitted; name and official address of officer making report; statement of daily activities of official in office or field and number of miles covered; number of county, family, and other visits made; number of official calls received; number of families investigated; number of farm and home plans prepared and loan agreements made; also records of meetings held, giving date, place, purpose, and attendance. Reports discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 10 x 14 folders, 2 in., in drawer of steel filing case. 2d floor. (8)

792. APPLICATIONS, PENDING, RECOMMENDED, REJECTED, AND "RERECOMMENDED", Feb. 1935 to date. Name, address, race, and age of applicant, previous financial assistance, number of years in county, location of farm, and brief description of soil and other resources and facilities available; also age, sex, and qualifications of each member of household. Filed alphabetically. (Frequently, official.) 10 x 14 folders, 2 in., in drawer of steel filing case. 2d floor. (4)

793. CLIENTS' FOLDERS, Feb. 1935 to date. Application for rehabilitation, and correspondence of supvrs. with client and individuals concerning client; also home management plan, farm plan, loan agreement, transmittal of request for funds, loan voucher, chattel deed of trust, and crop lien agreement. Filed alphabetically. (Frequently, official.) 10 x 14 folders, 1 ft. 6 in., in drawer of steel filing case. 2d floor. (5)

794. CORRESPONDENCE, Feb. 1935 to date. With regional, state, and district offices. Filed chronologically. (Frequently, official.) 10 x 14 folders, 3 in., in drawer of steel filing case. 2d floor. (6)

795. FINANCE STATUS CARDS, Feb. 1935 to date. Financial advances to clients, giving date, amount issued and delivered, voucher numbers, amount returned, disbursements of loans in 1936 for capital used in operating farm and home; repayments, with date and amount for 1935 and 1936; repossessed capital goods giving item, date, and amount. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 4 in., in cardboard cabinet. 2d floor. (7)

796. FINANCE, Feb. 1935 to date. Disbursements, checks, repayments, schedule of collections and of disbursements, time sheets, receipts for checks, and expense vouchers. Filed chronologically. (Frequently, official.) 10 x 14 folders, 4 in., in drawer of steel filing case. 2d floor. (3)

797. INSTRUCTIONS, Feb. 1935 to date. From regional director and associates, and state finance manager. Filed chronologically. (Frequently, official.) 10 x 14 folders, 4 in., in drawer of steel filing case. 2d floor. (9)

798. MISCELLANEOUS PAPERS, Feb. 1935 to date. Correspondence and reports regarding equipment and supplies, debt adjustments, projects, and Productive Credit Asso.; requisitions to Surplus Commodities Div.

for food and clothing for Resettlement Administration clients, records of farms for rent, with names of landlords; correspondence with NYA officials concerning applications of workers; reports of advisory committee meetings, showing approval or rejection of proposed loans; and record of mules lent to farmers, giving age, weight, and official number of each mule. Filed chronologically (Frequently, official.) 10 x 14 folders, 2 in., in drawer of steel filing case. 2d floor. (10)

799. MONTHLY REPORTS, Feb. 1935 to date. To district supvr. covering activities of personnel attached to this office and showing date submitted; name and location of official making report; number of farm, home, and other visits made; number of official calls received; and number of families investigated; number of plans submitted; number of emergency, supplementary, subsequent, and standard loan requests submitted; number of supervisory cases; and records of official meetings with date, purpose, place, and attendance. Supervisory cases are those of clients who have received no financial assistance during present fiscal year, but are indebted to Resettlement Administration for prior loans. Filed chronologically. (Frequently, official.) 10 x 14 folders, 2 in., in drawer of steel filing case. 2d floor. (1)

CHRISTIANSBURG

RURAL REHABILITATION DIVISION
FARM DEBT ADJUSTMENT, STATE SUPERVISOR
216 West Main St.

This office was established about March 1935 under the Resettlement Administration. On September 1, 1937, when the Farm Security Administration took over the Resettlement Administration it passed to the Farm Security Administration. It is included here because its records were an integral part of the Resettlement Administration when the records of the RA were surveyed, and because this inventory includes no section on Farm Security. No records were known to have been lost or destroyed and none had been sent to Washington for preservation when this survey was completed on March 25, 1939. At that date the agency had been under the Farm Security Administration for over a year. The records which accumulated between September 1937 and March 1939 were never in the custody of the Resettlement Administration.

800. COUNTY FILES, Mar. 1935 to date. Form FSA-RR 89, Farm Debt Adjustment Individual Case Report. Dist. no., state, and county; name and address of farm debtor, or client, age, and status as client of Rural Rehabilitation Div. of Farm Security Adm.; date case listed with or referred to acting state supvr.; acreage owned and/or rented by client; reason for necessity of farm debt adjustment; statement of assets of client including cash on hand, amounts receivable, real estate, livestock, crops, farm and other equipment, with total assets;

cultivable acreage, acreage in permanent pasture and in woodland, waste acreage, and other acreage, with total acreage; amounts available to client in loans for farm debt settlement from Fed. Land Bank, land bank commissioner, Farm Security Adm., and other sources, with total available; deductions from total available for expense in obtaining loans and for other purposes, and total deductions; net amount available in loans for settlement of debt; itemized list of liabilities of debtor, or client, showing name of each creditor, original maturity date of debt, amount of liability prior to adjustment, amount after adjustment, amount of liability to be paid from loans available for settlement of debt, amount of liability to be paid from client's income, extension to be allowed client in payment of debt, and plan for repayment of loan by debtor, or client; total liabilities before and after adjustment, total amount to be paid from loans available for settlement of debt, and total amount to be paid from income of client; and total amount of farm debt reduced by adjustment; signed by client certifying to correctness of statement of liabilities; also method of adjustment adopted, such as creditor's voluntary reduction of debt, extension of payment period, reduction of interest rates and/or other commissions; and statement of conditions of adjustment agreements; signed by acting state supvr. and chairman-secretary of voluntary county farm debt adjustment committee certifying that case definitely settled, with date of settlement; and correspondence of acting state supvr. with clients, debtors, and creditors of client, and other Farm Security Adm. officials relative to phases of case. In quadruplicate; original sent to regional office, Farm Security Adm., Raleigh, N. C., copy to dist. rural rehabilitation office, copy to county rural rehabilitation office, and copy retained. Filed alphabetically by county. (Frequently, official.) 9 x 12 folders, 3 ft. 4 in., in steel transfer case, in wooden transfer case, and in steel portable file. 2d floor, Hallway. (1)

801. GENERAL FILES, Mar. 1935 to date. Correspondence of acting state supvr. with state rural rehabilitation office, Richmond, Va., and regional office, Farm Security Adm., Raleigh, N. C., relative to matters of administrative policy, reports, expense accounts, and procedure; mimeographed memorandum of instructions and procedure from state and regional offices; Standard Form 1012, Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem; Form FSA-RR 22, Weekly Report and Itinerary, submitted to regional office and to state rural rehabilitation director. State; supvr.; dist. no.; number new cases referred to supvr. during week by county committees, located through supervisor's own efforts, referred by rural rehabilitation supvrs., referred by all other sources, and total number of new cases handled by mail or by personal contact; number old cases on which work done during week; number old and new cases presented before committees during week; number previously closed cases reopened for readjustment and number readjusted; number cases considered and found not adjustable; number cases closed during week; number committee meetings held; total miles traveled; and tentative itinerary of supvr. for ensuing week showing towns and/or counties in which supvr. expects to spend morning, afternoon, and night of each day in week exclusive of Sunday; and Form FSA-RR 77, Monthly Report of Cases Pending and Unadjusted Cases Dropped, submitted to regional office and state rural rehabilitation director. Date report submitted; date of last committee

hearing; county and state for which submitted; period covered; and date each pending or unadjusted case originally opened, name and address of client, number of previous hearings in case, date of last hearing, reason for failure to adjust case and statement of accomplishments in case, and whether case dropped; also misc. data assembled by supvr. Filed by subject. (Frequently, official.) 9 x 12 folders, 1 ft., in wooden transfer case. 2d floor, Hallway. (2)

CLINTWOOD

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Dickenson County Court House

This office was established at Clintwood, Dickenson County, on April 1, 1935, as headquarters for Buchanan and Dickenson counties. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on April 14, 1937.

802. CLIENTS' FOLDERS, OBSOLETE, 1934 - 1935. Show name and address and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; and 113, Rehabilitation Agreement; also correspondence with clients and individuals concerning clients. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 2 ft. 9 in., in drawer of steel filing case. 2d floor. (6)

803. CLIENTS' FINANCE STATUS CARDS, 1935 to date. Name and address, dates and amounts of advancements, distribution of loan, dates and amounts of repayments, balance due, and record of repossessed capital goods. Filed alphabetically. (Frequently, official.) 5 x 8 loose cards, 3 in., in drawer of pasteboard card cabinet. 2d floor. (5)

804. CLIENTS' FOLDERS, 1935 to date. Show name and address and contain RA-RR forms: 12, Application for Rehabilitation; 12a, Referral of case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan (supplement to Form 14); 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; 19, Supervisor's Farm Visit Report; RA-LE forms: 30.44c, Chattel Deed of Trust; 3144a, Chattel Deed of Trust Note A; and 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. Cases become obsolete when 1937 - 1938 cases have been surveyed and approved. Filed alphabetically. (Frequently, official.) 8 x 11 folders, 1 ft. 9 in., in drawer of steel filing case. 2d floor. (4)

805. CORRESPONDENCE, Mar. 1, 1935 to date. With regional, state,

and district offices and with county agents. Filed chronologically. (Frequently, official.) 8 x 11 folders, 4 in., in drawer of steel filing case. 2d floor. (7)

806. FINANCE, Mar. 1, 1935 to date. Travel expense vouchers, clients' register, schedules of collections and disbursements, record of supplemental loans, record of clients' checks delivered, and requisitions for office supplies. Filed chronologically. (Frequently, official.) 9 x 11 folders, 6 in., in drawer of steel filing case. 2d floor. (9)

807. INSTRUCTIONS, Mar. 1, 1935 to date. Copies from regional, state, and district officials to rural rehabilitation and home management supvrs., pertaining to rural rehabilitation problems. Filed chronologically. (Frequently, official.) 8 x 11 folders, 2 in., in drawer of steel filing case. 2d floor. (1)

808. MISCELLANEOUS CORRESPONDENCE, Mar. 1, 1935 to date. With farm debt adjustment supvr., surplus commodities clerk, WPA officials, social workers, and dist. and county rural rehabilitation and home management supvrs. Filed chronologically. (Frequently, official.) 8 x 11 folders, 2 in., in drawer of steel filing case. 2d floor. (8)

809. MISCELLANEOUS PAPERS, Mar. 1, 1935 to date. Correspondence of this office with CCC and NYA officials regarding applications of workers, correspondence with Cooperative and Community Service officials, inventories of office supplies and equipment, and reports of county committee meetings. Arranged chronologically. (Frequently, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. 2d floor. (2)

810. WEEKLY AND MONTHLY REPORTS, Apr. 1, 1935 to date. To dist. supvr., showing date submitted; name and official address of officer making report; number of days on duty in field or office; number of farm, home, and other visits made; number of official calls received; number of families investigated; number of emergency, supplemental, resettlement, subsequent, and standard loan requests submitted; number of emergency grants issued; and records of meetings, giving place, purpose, date, and attendance. Weekly reports, recapitulated in monthly reports, discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 8 x 11 folders, 1 in., in drawer of steel filing case. 2d floor. (3)

COURTLAND

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Old Peoples Bank Bldg.

This office was established in February 1935 in Courtland, South-

ampton County as headquarters for Greenville, Southampton, and Sussex counties. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on March 1, 1937.

811. CLIENTS' FOLDERS, OBSOLETE, 1935 - 1936. VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; and Contract Form 5, Crop Lien Agreement; also correspondence of supvrs. with clients and individuals concerning clients. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 2 ft. 6 in., in pasteboard boxes (2). 1st floor. (4)

812. CLIENTS' LEDGER, 1935 to date. Accounts of clients dealing with this office, showing name, address, and official number of each client; amount of funds advanced and repayments with date of entry and balance due. Indexed alphabetically. (Frequently, official.) 8 x 12 vol., 2 in., in drawer of steel filing case. 1st floor. (8)

813. CORRESPONDENCE, July 1935 to date. With regional, state, and district offices; county agents; and individuals and organizations, regarding operation and conduct of rural rehabilitation. Filed chronologically. (Frequently, official.) 10 x 12 folders, 10 in., in drawer of steel filing case. 1st floor. (3)

814. FINANCE, Sept. 1935 to date. Expense vouchers, time sheets, requisitions, receipts, schedules of collections and of disbursements, remittance letters and invoices, trial balance sheets, record of salary checks, and record of checks delivered. Filed chronologically. (Frequently, official. 10 x 12 folders, 6 in., in drawer of steel filing case. 1st floor. (7)

815. MONTHLY AND WEEKLY REPORTS, Nov. 1935 to date. To dist supvr., covering activities of personnel attached to this office and showing date submitted; name and official address of officer making report; statement of daily activities of official in office, or field, and number of miles covered; number of farm, home, and other visits made; number of official calls received; number of families investigated; number of emergency, supplemental, resettlement, and subsequent loan requests submitted; number of emergency grants issued; number of supervisory cases handled or investigated, and records of meetings held, giving date, place, attendance, and purpose. Filed chronologically. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. 1st floor. (6)

816. INSTRUCTIONS, Dec. 1935 to date. Issued by regional, state, and district offices, and other agencies. Filed chronologically. (Frequently, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. 1st floor. (2)

817. MISCELLANEOUS PAPERS, Jan. 1936 to date. Requests for leave of absence, vouchers, correspondence with Home Economic Asso. and farm

debt adjustment supvr., newspaper clippings of items relative to resettlement work, power of attorney, record of mules delivered, giving age, weight, and official number of each mule, and requisitions to Surplus Commodities Div. for food and clothing for Resettlement Administration clients, with related correspondence. Filed chronologically. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. 1st floor. (5)

818. CLIENTS' FOLDERS, 1936 to date. Show name and address, and contain RA-RR forms: 12 (rev.), Application for Rehabilitation; 12a (rev.), Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan (supplement to RA-RR 14); 15, Loan Agreement and Request for Funds; 17, Action Taken on Request for Funds; 16, Transmittal of Request for Funds; 17, Return of Document; and 19, Supervisor's Farm Visit Report; RA-FI Form 5, Loan Voucher; RA-LE forms: 30.44c, Chattel Deed of Trust; 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. 1936 - 1937 cases become obsolete when 1937 - 1938 cases have been surveyed and accepted. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft. 1 in., in drawer of steel filing case. 1st floor. (1)

COVINGTON

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Adelson Bldg., 201 N. Maple Ave.

This office was established at Covington, Alleghany County, on March 1, 1935, as headquarters for Alleghany and Bath counties. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey of these archives was completed on April 12, 1937.

819. CLIENTS' FOLDERS, OBSOLETE, 1934 - 1935. Show name and address, and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; and 113, Rehabilitation Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 1 ft. 6 in., in pasteboard box. 1st floor. (2)

820. CLIENTS' FINANCE STATUS CARDS, 1935 to date. Name and address, date and amount of advances, distribution of loan, dates and amounts of repayments, balance due, and amount of repossessed capital goods. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 4 in., in pasteboard card cabinet. 1st floor. (1)

821. CLIENTS' FOLDERS, 1935 to date. Show name and address, and

contain RA-RR forms: 12 (rev.), Application for Rehabilitation; 12a (rev.), Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; and 17, Action Taken on Request for Funds; and RA-LE forms: 30.44c, Chattel Deed of Trust; 31.44a, Chattel Deed of Trust Note A, and 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. Cases become obsolete when 1937 - 1938 cases have been surveyed and approved. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. 1st floor. (4)

822. GENERAL CORRESPONDENCE AND MISCELLANEOUS PAPERS, Mar. 1, 1935 to date. Correspondence with Community and Cooperative Service officials, dist, state, and regional offices, and CCC camp officers; records of appointments to RA positions; family subsistence budgets, cancelation of cases, county committee meetings concerning approval of loans and relief cases turned over to RA, reports of action taken on request for funds, absentee report, reports on defaulted cases, acquired property, and repossessed capital goods, surplus commodity requisitions for clothing for RA clients, requisitions for office supplies, trial balance sheets of clients, soil conservation data, purchase orders, travel expense vouchers, land agreements between RA and landowners, and news articles prepared for publication; also appraisal of mares, giving no., weight, and color of animal. Arranged chronologically, folders filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft. 2 in., in drawer of steel filing case. 1st floor. (5)

823. INSTRUCTIONS, Mar. 1, 1935 to date. From regional, state, and district officials concerning correct procedure in application of rural rehabilitation problems. Filed chronologically. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. 1st floor. (3)

CUMBERLAND

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Cumberland County Court House

This office was established at Cumberland, Cumberland County, on February 14, 1935, as headquarters for Buckingham and Cumberland counties. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey of these archives was completed on March 18, 1937.

824. CLIENTS' FOLDERS, OBSOLETE, 1935 - 1936. Show name and address of client, and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt

and Pledge; 110, Purchase Order; and 115, Rehabilitation Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Frequently, official.) 12 x 15 folders, 2 ft. 10 in., in drawer of wooden filing case. 1st floor. (6)

825. CLIENTS' FINANCE STATUS CARDS, 1935 to date. Name and address of client, date and amount of advances, distribution of loan, date and amount of repayments, and description of repossessed capital goods. Filed alphabetically. (Frequently, official.) 5 x 8 loose cards, 4 in., in drawer of card cabinet. 1st floor. (3)

826. CORRESPONDENCE, Feb. 14, 1935 to date. With regional, state, and district offices and county agents. Filed chronologically. (Frequently, official.) 9 x 11 folders, 10 in., in drawer of steel filing case. 1st floor. (7)

827. FINANCE PAPERS, Feb. 14, 1935 to date. Clients' remittance letters, travel and expense checks, acknowledgements, travel expense vouchers, schedules of collections and of disbursements, and requisitions for office supplies. Filed chronologically. (Frequently, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. 1st floor. (2)

828. INSTRUCTIONS, Feb. 14, 1935 to date. From regional officials, state director, loan officer, and dist. rural rehabilitation and home management supvrs. relative to correct procedure in operation of rehabilitation plans. Filed chronologically. (Frequently, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. 1st floor. (1)

829. MISCELLANEOUS PAPERS, Feb. 14, 1935 to date. List of CCC enrollees in county, information relative to NYA, Production Credit Association correspondence, information concerning Resettlement Administration projects, WPA correspondence, surplus commodity orders, and publicity material. Filed chronologically. (Frequently, official.) 9 x 11 folders, 3 in., in drawer of steel filing case. 1st floor. (5)

830. WEEKLY AND MONTHLY REPORTS, Feb. 14, 1935 to date. To dist. supvr., showing date submitted; name and address of supvr. making report; number of farm, home, and other visits made; number of official calls received; number of families investigated; number of emergency, supplemental, resettlement, subsequent, and standard loan requests submitted; number of emergency grants issued; number of supervisory cases; records of meetings held, giving date, place, purpose, and attendance. Weekly reports, recapitulated in monthly reports, discontinued Jan. 1, 1937. Supervisory cases are those in which clients have received no financial assistance during present fiscal year, but are still indebted to RA for previous loans. Filed chronologically. (Frequently, official.) 9 x 11 folders, 3 in., in drawer of steel filing case. 1st floor. (8)

831. CLIENTS' FOLDERS, 1936 to date. Show name and address of

client and contain RA-RR forms: 12 (rev.), Application for Rehabilitation; 12a (rev.), Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; and 19, Supvr's. Farm Visit Report; and RA-LE forms: 30.44, Chattel Deed of Trust; 31.44a, Chattel Deed of Trust Note A; and 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. Cases become obsolete when the 1937 - 1938 cases have been surveyed and approved. Filed alphabetically. (Frequently, official.) 9 x 11 folders, 3 ft. 4 in., in drawer of steel filing case. 1st floor. (4)

FARMVILLE

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Municipal Bldg., Main St.

This office was established at Farmville, Prince Edward County, on February 14, 1935, as headquarters for Appomattox and Prince Edward counties. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on March 19, 1937.

832. CLIENTS' FOLDERS, OBSOLETE, 1935 - 1936. Show name and address and contain VRRC forms: 101 (rev.), Agriculture Field Worker's Report; 102 (rev.), Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; and 113, Rehabilitation Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 2 ft. 1 in., on shelf. 2d floor. (3)

833. FINANCE STATUS CARDS, 1935 to date. Name and address of client, date and amount of advances, distribution of loan, date and amount of repayments, and description of repossessed capital goods. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 4 in., in pasteboard card cabinet. 2d floor. (1)

834. CORRESPONDENCE, Feb. 14, 1935 to date. With regional, state, and district offices and county agents. Filed chronologically. (Frequently, official.) 8 x 11 folders, 10 in., in drawer of steel filing case. 2d floor. (7)

835. FINANCE, Feb. 14, 1935 to date. Schedules of collections and of disbursements, remittance letters to regional office, travel expense vouchers, time sheets, and requisitions for office supplies. Filed chronologically. (Frequently, official.) 8 x 11 folders, 6 in., in drawer of steel filing case. 2d floor. (2)

856. WEEKLY AND MONTHLY REPORTS, Feb. 14, 1935 to date. To dist. supvr. showing date, name and address of supvr. making report, number of farm, home, and other visits made, number of official calls received, number of families investigated, number of emergency, supplemental, resettlement, subsequent, and standard loan requests submitted, emergency grants issued, number of supervisory cases handled, and records of meetings, giving date, purpose, place, and attendance. Supervisory cases are those of clients who have received no financial assistance during present fiscal year, but are still indebted to RA for previous loans. Filed chronologically. (Frequently, official.) 8 x 11 folders, 3 in., in drawer of steel filing case. 2d floor. (6)

837. CLIENTS' FOLDERS, 1936 to date. Show name and address, and contain RA-RR forms: 12 (rev.), Application for Rehabilitation; 12a (rev.), Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; and 19, Supvr's. Farm Visit Report; and RA-LE forms: 30.44c, Chattel Deed of Trust; 31.44c,Chattel Deed of Trust Note A, 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. These cases become obsolete when 1937 - 1938 cases have been surveyed and approved. Filed alphabetically. (Frequently, official.) 8 x 11 folders, 3 ft. 8 in., in drawer of steel filing case. 2d floor. (4)

838. INSTRUCTIONS, Feb. 14, 1937 to date. From regional director, state director, loan officer, senior clerk, state finance manager, dist. rural rehabilitation and home management supvrs., concerning rehabilitation problems and procedure. Filed chronologically. (Frequently, official.) 8 x 11 folders, 1 in., in drawer of steel filing case. 2d floor. (5)

FARMVILLE

DIVISION OF LAND UTILIZATION
PROJECT MANAGER

(A) Repair Garage, Route 360, near Green Bay, Va.
(B) 210 W. Third St., Farmville, Va.

This office was established in October 1934 under the jurisdiction of the Land Policy Section of the Agricultural Adjustment Administration. After the transfer of the Land Utilization Program by the Federal Emergency Relief Administration to the newly created Resettlement Administration, the personnel of the former Land Policy Section of the AAA was also transferred to the Resettlement Administration in June 1935 where it became the nucleus of the Land Utilization Division. When the Farm Security Administration took over the Resettlement Administration in September 1937, the Land Utilization Division was lopped off and transferred to the Bureau of Agricultural Economics.

In November 1938 the Land Utilization Division was transferred from the Bureau of Agricultural Economics to the Soil Conservation Service. The office is included in this section of the inventory rather than in that on the Soil Conservation Service because its records were an integral part of the Resettlement Administration when the records of the RA were surveyed. The office was closed in February 1940 as the development work had been completed on the three projects: the project in Appomattox and Buckingham counties, the project in Prince Edward County, and the project in Cumberland County. Those records considered to have some historical value were sent to Washington for preservation; some other records were sent to the Regional Office of the Soil Conservation Service at Spartanburg, South Carolina. At the time the office was closed, no records were known to have been lost or destroyed. The survey was completed on January 6, 1939. At that date the agency had not been under the RA since September 1937. The records which accumulated between September 1937 and January 6, 1939, were therefore never in the custody of the RA.

839. DAILY TIME TICKETS, Oct. 1935 - June 1936. Form AE-161. Project name and no., job description and no., date, employee's name, badge no., rating or class, total hours worked, and amount earned, signed by foreman and timekeeper. Related to entry 880. Arranged numerically by job no. (Seldom, official.) 9 x 11½ bundles (5), 3 ft., on 2 wooden shelves. Center of floor. (Bldg. A). (54)

840. GENERAL CORRESPONDENCE, Oct. 1935 - June 1936. Of project mgr. with regional director, Region IV, Raleigh, N. C., administrative asst. in charge of this region, Washington, D. C., and individuals in this area relative to interpretation of rules and regulations, requests for leave, use of WPA labor on projects, travel authorizations and vouchers, progress reports, applications for employment, letters of complaint, and other subjects of a general nature. Related to entry 882. Arranged according to subject. (Seldom, official.) 10 x 14 bundles (3), 3 ft., on 2 wooden shelves. Center of floor. (Bldg. A). (12)

841. OPTIONS FOR LAND PURCHASES, Oct. 1935 - June 1936. Form LU-LA 4, Option for Purchase of Land by the United States of America. Option and tract nos., name of project, complete legal description of land, purchase price, and date option taken; signed by vendor and witnessed. Related to entry 885. Filed numerically by option no. (Seldom, official.) 8½ x 10½ folders, and bundles (2), 9 in., on wooden shelf. Center of floor. (Bldg. A). (11)

842. PAY ROLLS, Oct. 1935 - June 1936. Standard Form 1074, Pay Roll for Personal Services - Miscellaneous. Name and location of dept. submitting pay roll, disbursing officer, period covered by pay roll, name and address of each employee, gross amount earned, deduction, and net amount paid. Related to entry 886. Arranged chronologically. (Frequently, official.) 9 x 11 bundles (4), 2 ft. 6 in., on wooden shelf. Center of floor. (Bldg. A). (49)

843. ENCUMBRANCE CANCELLATIONS, Oct. 1935 - Oct. 1936. Form A-5-A.

Encumbrance no., date of cancellation, no. of project to which encumbrance charged, amount of original encumbrance, amount of cancellation, and reason for requesting cancellation; signed by approving officer. Form also used to cover reductions in original encumbrances. Related to entry 900. Arranged numerically by encumbrance no. (Seldom, official.) 8½ x 10½ bundle, 6 in., on wooden shelf. Center of floor. (Bldg. A). (22)

844. SEMIMONTHLY TIME REPORTS, Oct. 1935 - Nov. 1936. Form FSA-GEN 45. Region no., div., name and location of project, period covered by report, official project no., work project no., appropriation no., name and badge no. of each employee, sex, identification no., occupational classification, rate of pay per hour, gross amount earned, amount of deductions, and net amount due; signed by timekeeper and project supvr. Related to entry 906. Filed numerically by project no. (Frequently, official.) 10 x 12 bundles (11), 5 ft., on 3 wooden shelves. Center of floor. (Bldg. A). (42)

845. ACQUISITION REPORTS, Oct. 1935 - June 1937. Form LU-LA 1. Inclusive dates of report, project, number of tracts appraised during period covered by this report, number appraised to date, number of land options taken this report, total number to date, and total number of tracts surveyed to date; also number of man-days worked, number of miles traveled, and explanation of any difficulties encountered; signed by project mgr. Related to entry 907. Arranged chronologically. (Seldom, official.) 9 x 11 bundles (2), 9 in., on wooden shelf. Center of floor. (Bldg. A). (8)

846. REQUISITIONS FOR WORKERS, Oct. 1935 - June 1937. WPA Form 401, and same form, rev. Aug. 15, 1936, with essentially same information. Requisition no. and date, name and location of agency submitting requisition, name and location of employment office to which submitted, number of workers needed, location and description of project, and information concerning workers requisitioned: occupation, sex, special requirements or conditions, and date, hour, and place to report for work; name of foreman; signed by requisitioning officer. Related to entry 910. Arranged numerically by requisition no. (Frequently, official.) 9 x 12 bundle, 9 in., on wooden shelf. Center of floor. (Bldg. A). (50)

847. COST CONTROL REGISTER, Oct. 1935 - June 30, 1937. Forms: AE-159, Cost Control Register. Name and no. of project, inclusive dates of report, reference no., date and no. of each document, description of each expenditure, and total expenditures; also dates, nos., and amounts of audited vouchers, and debit and credit adjustments; AE-160, Distribution Sheet. Name and no. of project, date and amount of materials, equipment, or hand tools received, total cost of each order, amount of each order canceled, and date canceled; also amount and date of all misc. materials received. Related to entry 914. Arranged numerically by project no. (Seldom, official.) 12 x 18 loose-leaf books (4), 10 in., on 2 wooden shelves. Center of floor. (Bldg. A). (84)

848. HAND TOOL ACCOUNTABILITY REGISTER, Oct. 1935 - June 30, 1937. Form AE-171. Name and no. of project, name of project foreman, dates

tools issued, types of tools, number of each type issued, date returned to tool shed, number of each type returned, number held, and number unaccounted for. Related to entry 915. Arranged numerically by project no. (Seldom, official.) 12 x 18 loose-leaf books (4), 1 ft., on 2 wooden shelves. Center of floor. (Bldg. A). (30)

849. MATERIAL INVENTORY REGISTER, Oct. 1935 - June 30, 1937. Form AE-169, Material Inventory Control Register. Kind and quantity, name and no. of project for which purchased, quantity returned by project, total cost of material and equipment issued to date, and total amount on hand. Related to entry 917. Arranged numerically by project no. (Seldom, official.) 12 x 18 loose-leaf books (4), 10 in., on wooden shelf. Center of floor. (Bldg. A). (28)

850. EMPLOYMENT RECORD CARDS, Oct. 1935 to date. Form RA-GEN 121, and same form, rev. Mar. 27, 1938, with essentially same information. Name and address of employee, race, marital status, date of entrance on duty, date of birth, USES identification no., project to which assigned, and whether certified for relief or noncertified. Filed alphabetically by name of employee. (Frequently, official.) 6 x 9 cards, 1 ft. 3 in., in 2 drawers of wooden desk. 1st floor, SW. (Bldg. B). (86)

851. MONTHLY REPORTS ON TEMPORARY AGREEMENTS ISSUED FOR USE OF LAND, Oct. 1935 to date. Form LU-PO 15, Monthly Report on Temporary Use Agreements Issued, and same form, rev. Sept. 27, 1938, with essentially same information. Inclusive dates of report, land owner, location of land, project in operation on land, effective date and termination date of agreement, and total acreage; signed by project mgr. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. 1st floor, SE. (Bldg. B). (88)

852. EQUIPMENT RECORDS, Nov. 1935 - June 1936. Form AE-163. Name, no., and cost of each machine, date received, and other pertinent information. Related to entry 881. Arranged numerically by machine no. (Seldom, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ bundles (5), 3 ft., on wooden shelf. Center of floor. (Bldg. A). (63)

853. MATERIAL ORDERS, Nov. 1935 - Sept. 1936. Form RA-GEN 110, rev. Mar. 13, 1936. Date, order no., name and no. of project, kind of improvement for which ordered, date delivery required, description of material, quantity, unit price, total cost, and delivery ticket no.; signed by person authorizing shipment. Related to entry 892. Arranged numerically by order no. (Seldom, official.) 10 x 12 bundles, 1 ft., on 2 wooden shelves. Center of floor. (Bldg. A). (32)

854. VOUCHERS FOR PER DIEM AND/OR REIMBURSEMENT OF EXPENSES INCIDENT TO OFFICIAL TRAVEL, Nov. 1935 - Sept. 1936. Standard Form 1012. Disbursing office voucher no.; bureau no.; dept.; bureau, or establishment by which payee employed; name, address, and official hdqrs. of payee; total amount due payee for per diem in lieu of subsistence, mileage for personally owned motor vehicle, and/or reimbursement for travel or other expenses incidental to performance of official duties; signed by payee who swears that account true, and ap-

proved by superior officer; also itemized account of travel or other expenses. Related to entry 899. Arranged numerically by voucher no. (Seldom, official.) 8½ x 11½ bundles (4), 1 ft. 9 in., on 2 wooden shelves. Center of floor. (Bldg. A). (40)

855. JOB PLANS, Nov. 1935 - Oct. 1936. For operating jobs under way in this area including estimates of costs of jobs, complete job specifications, and blueprints of sites where jobs located. Related to entry 902. Arranged numerically by job plan no. (Seldom, official.) 9½ x 12 paper packages (2), 3 ft., on wooden shelf. Dirty and torn. Center of floor. (Bldg. A). (34)

856. LAND SURVEY NOTES, Nov. 1935 - Oct. 1936. Of engineers on land surveys in this area; also sketches and original maps of land being surveyed. Related to entry 903. Arranged chronologically. (Seldom, official.) 7 x 10 bundles (3), 9 in., on wooden shelf. Center of floor. (Bldg. A). (15)

857. MATERIAL DELIVERY TICKET, Nov. 1935 - Oct. 1936. Form AE-167. Ticket no., date of delivery, project name and no., description of job, job no., unit of measurement, quantity of material, description, unit price, and total cost of material; signed by person receiving shipment. Related to entry 904. Filed numerically by project no. (Frequently, official.) 6 x 9 bundles (10), 4 ft. 6 in., on 2 wooden shelves. Center of floor. (Bldg. A). (46)

858. INVOICES OF MATERIALS AND EQUIPMENT DELIVERED TO JOBS, Nov. 1935 - June 1937. Form RA-GEN 79, and same form, rev. Dec. 13, 1935, with essentially same information. Date of invoice, name and no. of project, delivery point, location of job, description of material and equipment, quantity, unit cost, and total cost; signed by receiving officer. Related to entry 916. Arranged chronologically. (Seldom, official.) 8½ x 10½ bundles, 1 ft. 6 in., on wooden shelf. Center of floor. (Bldg. A). (16)

859. TOOL-EQUIPMENT AND MATERIAL TRANSFERS, Nov. 1935 - June 1937. Form RA-GEN 77, and same form, rev. Dec. 13, 1935, with essentially same information. Transfer no. and date, name and no. of project from which tools and equipment to be transferred and to which to be delivered, name and quantity of each article, machine nos., hours used, original cost, present value, and person authorizing transfer; signed by officer receiving transferred property. Related to entry 918. Arranged numerically by transfer no. (Seldom, official.) 8½ x 10½ bundles (3), 1 ft. 3 in., on wooden shelf. Center of floor. (Bldg. A). (18)

860. APPLICATIONS FOR LEAVE - FIELD, Dec. 1935 - Sept. 1936. Form FSA-PE 11. Where employee stationed, date of application for leave, signature of applicant, kind of leave applied for, inclusive dates of leave, address of applicant while absent, signature of official recommending leave, signature of officer authorized to approve leave; also date and time employee returned to work; signed by official in charge. Related to entry 888. Arranged alphabetically by name of applicant.

(Seldom, official.) 5 x 8 bundle, 3 in., on wooden shelf. Center of floor. (Bldg. A). (80)

861. JOB COST SUMMARY, Jan. - June 1936. Form AE-173. Description of job, job no., project no., inclusive dates of summary, and total cost of labor, material, and equipment. Related to entry 883. Arranged numerically by job no. (Seldom, official.) 8½ x 10½ bundles, 9 in., on wooden shelf. Center of floor. (Bldg. A). (66)

862. MATERIAL INVENTORY CARD, Jan. - June 1936. Form AE-165. Name of article, project name and no., date material received, quantity received, date issued, and quantity of each article on hand. Related to entry 884. Filed numerically by project no. (Frequently, official.) 6 x 9 bundles (2), 1 ft., on wooden shelf. Center of floor. (Bldg. A.) (37)

863. INDIVIDUAL SEMIMONTHLY COST SHEETS, Jan. - Sept. 1936. Form AE-152. Region name, div., inclusive dates of sheet, name of individual, title, salary, amount of per diem allowed, type of work, project no., dates worked, hours worked, amount of salary earned, amount per diem to be paid, and amount allowed for travel performed. Related to entry 889. Arranged alphabetically by name of individual. (Seldom, official.) 8½ x 10½ bundle, 9 in., on wooden shelf. Center of floor. (Bldg. A). (52)

864. INSPECTOR'S DAILY LOG, Jan. - Sept. 1936. Form RA-IS-14. Name and title of inspector submitting log, date submitted, weather conditions, name and no. of project inspected, and inspector's remarks on general conditions at project. Related to entry 890. Arranged chronologically. (Seldom, official.) 8½ x 10½ bundles, 3 in., on wooden shelf. Center of floor. (Bldg. A). (27)

865. MATERIAL AND HAND TOOL ORDERS, Jan. - Sept. 1936. Form AE-166. Project name and no., description of job, job no., date of expected delivery, and quantity and description of materials or tools; signed by supply clerk. Related to entry 891. Arranged numerically by project no. (Seldom, official.) 8½ x 10½ bundles (2), 1 ft. 6 in., on wooden shelf. Center of floor. (Bldg. A). (72)

866. MONTHLY TIME AND LABOR REPORTS, Jan. - Sept. 1936. Form FSA-LU 152. No of region, project name, month covered by report, classification of employees, total hours worked, and total earnings for month; signed by project mgr. Related to entry 893. Arranged chronologically. (Seldom, official.) 8½ x 10½ bundles (4), 1 ft., on wooden shelf. Center of floor. (Bldg. A). (74)

867. MONTHLY DEVELOPMENT BUDGET CONTROL, Jan. - Sept. 1936. Form AE-178. Project no., period covered by report, job no., job description, present physical completion, cost of WPA and PWA labor, cost of WPA and PWA supervisory services, total cost, and total number of employees. Prepared by cost clerk and approved by project mgr. Related to entry 894. Arranged numerically by project no. (Seldom, official.) 8½ x 10½ bundles (2), 1 ft. 4 in., on wooden shelf. Center

of floor. (Bldg. A). (77)

868. NOTICES OF MISCELLANEOUS ENCUMBRANCES, Jan. - Sept. 1936. U. S. Treas. Dept. Form A-5 (rev.). Encumbrance no., date, appropriation symbol no. and title to which encumbrance charged, individual or firm in whose favor encumbrance drawn, purpose for which drawn, location of project, official project no., allotment no., project authorization no., Treas. encumbrance no., and amount of encumbrance; signed by authorized official. Bottom of form reserved for use by Treas. Accounts Office. This form used to report encumbrances for pay rolls, contracts, and other obligations for which no other encumbrance document exists. Related to entry 895. Arranged numerically by encumbrance no. (Seldom, official.) 8½ x 10½ bundles (2), 1 ft., on wooden shelf. Center of floor. (Bldg. A). (65)

869. PROJECT DEVELOPMENT PROGRESS AND COST REPORT, Jan. - Sept. 1936. Form AE-176. Project name and no., location, period covered by report, job plan no., type of development, progress made in work, actual cost this period, actual cost to date, approved estimated cost, difference between total cost to date and estimated cost, and per cent of estimated cost expended. Prepared by cost clerk and approved by project mgr. Related to entry 896. Arranged numerically by project no. (Frequently, official.) 8½ x 10½ bundles (2), 1 ft. 2 in., on wooden shelf. Center of floor. (Bldg. A). (78)

870. REQUESTS FOR SUPPLIES, EQUIPMENT, OR SERVICE, Jan. - Sept. 1936. Dept. of Agriculture Form AD-14. Date; name of bureau or office requesting supplies, equipment, or service; to whom to be delivered; appropriation no. to which chargeable; project no.; how articles to be shipped; item and stock nos., description, quantity, unit, unit price, and total cost of each item; and total cost of all items requested; signed by approving officer. Related to entry 897. Filed numerically by project no. (Seldom, official.) 9 x 12 folders, 8 in., in drawer of steel filing case. Center of floor. (Bldg. A). (69)

871. SHORT FORM OF INJURY REPORTS, Jan. - Sept. 1936. Unnumbered mimeographed form. Name, address, and occupation of injured employee; date and exact time injured; name and address of person administering first aid; brief narrative explanation of cause of accident; and names and addresses of witnesses; signed by project supt. or foreman. Related to entry 898. Arranged alphabetically by name of injured employee. (Seldom, official.) 8½ x 10½ bundles (2), 6 in., on wooden shelf. Center of floor. (Bldg. A). (25)

872. INVENTORY REPORTS, Jan. - Oct. 1936. Form AE-170. Period covered by report, project name and no., amount of materials and equipment on hand at beginning of period, amount received during period, total amount on hand and received, total amount issued and transferred during period; and balance on hand at end of period. Related to entry 901. Arranged chronologically. (Seldom, official.) 8½ x 10½ bundles (2), 9 in., on wooden shelf. Center of floor. (Bldg. A). (82)

873. SEMIMONTHLY SERVICE CERTIFICATE, Jan. - Oct. 1936. Form

RA-GEN 35 (rev. Oct. 30, 1935), Semimonthly Service Certificate. (Field Employees on Annual Basis). Div., state, period covered by report, project name and no., region no., name of each employee, designation, grade, salary rate, inclusive dates of leave without pay, and address to which check to be mailed; signed by timekeeper who certified record correct. Related to entry 905. Filed chronologically. (Seldom, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. Center of floor. (Bldg. A). (45)

874. ADMINISTRATIVE OVERHEAD, Jan. 1936 - June 1937. Form AE 174. Name and no. of project, period covered by report, amount of administrative costs previously reported, amount estimated for this period, and total to date, amount of estimated cost for overhead approved, and amount unapproved. Related to entry 908. Arranged chronologically. (Seldom, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ bundle, 6 in., on wooden shelf. Center of floor. (Bldg. A). (59)

875. PROJECT COST RECONCILATION SHEETS, Jan. 1936 - June 1937. Form AE-175. Project no., period covered by report, classification of costs showing cost of materials, supplies, and equipment; salaries, rental fees for owner-operated equipment, and travel expenses; and total project cost. Related to entry 909. Arranged chronologically. (Seldom, official.) 9 x 11 bundles (2), 1 ft., on wooden shelf. Center of floor. (Bldg. A). (56)

876. WEEKLY EMPLOYMENT REPORTS, Jan. 1936 - June 1937. Form Land C-1, Weekly Employment Report. Project, period covered by report, classification of workers, number of certified and noncertified workers, and total employed on project; also WPA Form 7328, Weekly Report of Employment, with same information. Related to entry 911. Filed chronologically. (Seldom, official.) 3 x 5 cards, 1 ft., on wooden shelf. Center of floor. (Bldg. A). (60)

877. COMPENSATION CLAIMS, Jan. 1, 1936 - June 30, 1937. CA forms: 1, Employee's Notice of Injury and Original Claim for Compensation and Medical Treatment, submitted to official superior by every employee injured in performance of duty or by someone in his behalf, within forty-eight hours after injury. Cause and nature of injury, when and where accident occurred, and names of witnesses; 2, Official Superior's Report of Injury, submitted to Compensation Commission. Superior's personal observations on cause; unnumbered form, Physician's Report, submitted to Compensation Commission showing examining physician's findings; and Form S-69, Public Voucher for Services and Supplies of Hospitals and Physicians, submitted to Compensation Commission. Itemized account of all funds expended in treatment of injury. File also includes correspondence of project mgr. with physicians and eyewitnesses to accidents relative to these reports. Related to entry 913. Filed alphabetically by name of injured employee. (Seldom, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. Center of floor. (Bldg. A). (39)

878. PUBLIC VOUCHERS FOR PURCHASES, Jan. 1936 - Oct. 1937. Standard Form 1034, Public Voucher for Purchases, and Services Other than Person-

al, and same form, rev. June 8, 1937, with essentially same information; disbursing office voucher no., bureau voucher no.; name and address of dept., bureau, or establishment; date voucher prepared, name and address of payee, payee's account no., date and no. of order, date of delivery or service, description of articles or service, quantity and unit price, and total amount of voucher; signed by payee and approving officer. Related to entry 919. Arranged numerically by disbursing office voucher no. (Seldom, official.) 9½ x 11½ bundles (8), 5 ft., on 3 wooden shelves. Center of floor. (Bldg. A). (71)

879. WEEKLY ABSENTEE REPORTS, Jan. 1936 to date. Mimeographed Form RA-4PE 69. Date of report, name of each absent employee, number of days absent, total time lost, and reason for lost time; signed by officer in charge of area. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 ft. 3 in., in 2 drawers of wooden desk. 1st floor, SW. (Bldg. B). (87)

880. DAILY TIME TICKETS, July 1936 to date. Form AE-161. Project name and no., job description and no., date, employee's name, badge no., rating or class, total hours worked, and amount earned; signed by foreman and timekeeper. Related to entry 839. Filed numerically by job no. (Frequently, official.) 9 x 12 folders, 6 ft., in 3 drawers of metal filing case. 1st floor, SW. (Bldg. B). (55)

881. EQUIPMENT RECORDS, July 1936 to date. Form AE-163. Name, no., and cost of each machine, date received, and other pertinent information. Related to entry 852. Filed numerically by machine no. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 drawers of metal filing case. 1st floor, SW. (Bldg. B). (62)

882. GENERAL CORRESPONDENCE, July 1936 to date. Of project mgr. with regional director, Northeastern Region, New Haven, Conn., administrative assistant in charge of this region, Washington, D. C., and individuals in this area relative to interpretation of rules and regulations, requests for leave, use of WPA labor on projects, travel authorizations and vouchers, progress reports, applications for employment, letters of complaint, and other subjects of general nature. Related to entry 840. Filed chronologically in folders set up according to subject. (Frequently, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. 1st floor, SE. (Bldg. B). (13)

883. JOB COST SUMMARY, July 1936 to date. Form AE-173. Description of job, job no., project no., inclusive dates of summary, and total cost of labor, material, and equipment. Related to entry 861. Filed numerically by job no. (Frequently, official.) 9 x 12 folders, 1 ft. 7 in., in drawer of metal filing case. 1st floor, SW. (Bldg. B). (67)

884. MATERIAL INVENTORY CARD, July 1936 to date. Form AE-165. Name of article, project name and no., date material received, quantity received, date issued, and quantity of each article on hand. Related to entry 862. Filed numerically by project no. (Frequently, official.) 9 x 12 folders, 1 ft. 9 in., in drawer of steel filing case. 1st floor,

SW. (Bldg. B. (36)

885. OPTIONS FOR LAND PURCHASES, July 1936 to date. Form LU-LA 4, Option for Purchase of Land by the United States of America, and same form, rev. Dec. 8, 1937, with essentially same information. Option and tract nos., name of project, complete legal description of land, purchase price, and date of option; signed by vendor, and witnessed. Related to entry 841. Filed numerically by option no. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. 1st floor, NW. (Bldg. B). (10)

886. PAY ROLLS, July 1936 to date. Standard Form 1074, Pay Roll for Personal Services - Miscellaneous. Name and location of dept. submitting pay roll, disbursing officer, period covered by pay roll, name and address of each employee, gross amount earned, deductions, and net amount paid. Related to entry 842. Filed chronologically. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 drawers of metal filing case. 1st floor, SE. (Bldg. B). (48)

887. WEEKLY TRACT REPORTS, Sept. 1936 - June 1937. Form LU-LA 10. Inclusive dates of report, project, tract no., vendor, date final abstract received, date check received by project office, date check delivered, and date report prepared; signed by officer submitting report. Related to entry 912. Arranged chronologically. (Seldom, official.) 8½ x 11 bundles (5), 3 ft. 6 in., on 2 wooden shelves. Center of floor. (Bldg. A). (20)

888. APPLICATIONS FOR LEAVE - FIELD, Oct. 1936 to date. Form FSA-PE 11, and same form, rev. Sept. 7, 1937, with essentially same information. Where employee stationed, date application submitted, signature of applicant, kind of leave applied for, inclusive dates of leave, address of applicant while absent, signature of official recommending leave, signature of officer authorized to approve leave; also date and time employee returned to work; signed by official in charge. Related to entry 860. Filed alphabetically by name of employee. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. 1st floor, SE. (Bldg. B). (81)

889. INDIVIDUAL SEMIMONTHLY COST SHEETS, Oct. 1936 to date. Form AE-152. Region name, div., inclusive dates of sheet, name of individual, title, salary, amount of per diem allowed, type of work, project no., dates worked, hours worked, amount of salary earned, amount of per diem to be paid, and amount allowed for travel performed. Related to entry 863. Filed alphabetically by name of individual. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. 1st floor, SW. (Bldg. B). (53)

890. INSPECTOR'S DAILY LOG, Oct. 1936 to date. Form RA-IS 14, (rev.). Name and title of inspector submitting log, date submitted, weather conditions, name and no. of project inspected, and inspector's remarks on general conditions at project. Related to entry 864. Filed chronologically under name of inspector. 9 x 12 folders, 6 in., in drawer of steel filing case. 1st floor, NW. (Bldg. B). (26)

891. MATERIAL AND HAND TOOL ORDERS, Oct. 1936 to date. Form AE-166. Project name and no., description of job, job no., date of expected delivery, and quantity and description of material or tools; signed by supply clerk. Related to entry 865. Filed numerically by project no. (Frequently, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. 1st floor, SW. (Bldg. B). (73)

892. MATERIAL ORDERS, Oct. 1936 to date. Form RA-GEN 110 (rev.). Date, order no., name and no. of project, kind of improvement for which ordered, date delivery required, description of material, quantity, unit price, total cost, and delivery ticket no.; signed by person authorizing shipment. Related to entry 853. Filed numerically by order no. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. 1st floor, NE. (Bldg. B). (33)

893. MONTHLY TIME AND LABOR REPORTS, Oct. 1936 to date. Form FSA-LU 152, and same form, rev. Sept. 27, 1937, with essentially same information. No. of region, project name, month covered by report, classification of employees, total hours worked, and total earnings for month; signed by project mgr. Related to entry 866. Filed chronologically. (Frequently, official.) 9 x 12 folders, 3 in., in drawer of steel filing case. 1st floor, SW. (Bldg. B). (75)

894. MONTHLY DEVELOPMENT BUDGET CONTROL, Oct. 1936 to date. Form AE-178, and same form, rev. Oct. 5, 1938, with essentially same information. Project no., period covered by report, job no., job description, present physical completion, cost of WPA and PWA labor, cost of WPA and PWA supervisory services, total cost, and total number of employees. Prepared by cost clerk and approved by project mgr. Related to entry 861. Filed numerically by project no. (Frequently, official.) 9 x 12 folders, 4 in., in drawer of steel filing case. 1st floor, SW. (Bldg. B). (76)

895. NOTICES OF MISCELLANEOUS ENCUMBRANCES, Oct. 1936 to date. U. S. Treas. Dept. Form A-5 (rev.). Encumbrance no., date, appropriation symbol no., and title to which encumbrance charged, individual or firm in whose favor encumbrance drawn, purpose for which drawn, location of project, official project no., allotment no., project authorization no., Treas. encumbrance no., and amount of encumbrance; signed by authorized official. Bottom of form reserved for use by Treas. Accounts Office. This form used to report encumbrances for pay rolls, contracts, and other obligations for which no other encumbrance document exists. Related to entry 868. Filed numerically by encumbrance no. (Frequently, official.) 9 x 12 folders, 1 ft. 9 in., in drawer of steel filing case. 1st floor, NW. (Bldg. B). (64)

896. PROJECT DEVELOPMENT PROGRESS AND COST REPORT, Oct. 1936 to date. Form AE-176. Project name and no., location, period covered by report, job plan no., type of development, progress made in work, actual cost this period, actual cost to date, approved estimated cost, difference between total cost to date and estimated cost, and per cent of estimated cost expended. Prepared by cost clerk and approved by project mgr. Related to entry 869. Filed numerically by project no. (Frequently, official.) 9 x 12 folders, 4 in., in drawer of steel fil-

ing case. 1st floor, SW. (Bldg. B). (79)

897. REQUESTS FOR SUPPLIES, EQUIPMENT, OR SERVICE, Oct. 1936 to date, Dept. of Agriculture Form AD-14. Date; name of bureau or office requesting supplies, equipment, or service; to whom to be delivered; appropriation no. to which chargeable; project no.; how articles to be shipped; item and stock nos., description, quantity, unit, unit price, and total cost of each item; and total cost of all items requested; signed by approving officer. Related to entry 870. Filed numerically by project no. (Seldom, official.) 9 x 12 folders, 8 in., in drawer of steel filing case, 1st floor, SW. (Bldg. B). (68)

898. SHORT FORM OF INJURY REPORTS, Oct. 1936 to date. Unnumbered mimeographed form. Name, address, and occupation of injured employee; date and exact time injured; name and address of person giving first aid; brief narrative explanation of cause of accident; and names and addresses of all witnesses; signed by project supt. or foreman. Related to entry 871. Filed alphabetically by name of injured employee. (Frequently, official.) 9 x 12 folders, 9 in., in drawer of steel filing case. 1st floor, NW. (Bldg. B). (24)

899. VOUCHER FOR PER DIEM AND/OR REIMBURSEMENT OF EXPENSES INCIDENT TO OFFICIAL TRAVEL, Oct. 1936 to date. Standard Form 1012, used until rev. July 19, 1937. Both forms contain essentially same information. Disbursing office voucher no.; bureau no.; dept., bureau or establishment by which payee employed; name, address, and official hdqrs. of payee; total amount due payee for per diem in lieu of subsistence, mileage for personally owned motor vehicle, and/or reimbursement for travel or other expenses incidental to performance of official duties; signed by payee, who swears that account true, and approved by superior officer; also itemized account of travel or other expenses. Related to entry 854. Filed numerically by voucher no. (Seldom, official.) 9 x 12 folders, 3 ft., in 2 drawers of metal filing case. 1st floor, SW. (Bldg. B). (41)

900. ENCUMBRANCE CANCELLATIONS, Nov. 1936 to date. Form A-5-A. Encumbrance no., date of cancellation, no. of project to which encumbrance charged, amount of original encumbrance, amount of cancellation, and reason for requesting cancellation; signed by approving officer. Form also used to cover reductions in original encumbrances. Related to entry 843. Filed numerically by encumbrance no. (Frequently, official.) 9 x 12 folders, 9 in., in drawer of steel filing case. 1st floor, NW. (Bldg. B). (23)

901. INVENTORY REPORTS, Nov. 1936 to date. Form AE-170. Period covered by report, project name and no., amount of materials and equipment on hand at beginning of period, amount received during period, total amount on hand and received, total amount issued and transferred during period, and balance on hand at end of period. Related to entry 872. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of steel filing case. 1st floor, SW. (Bldg. B). (83)

902. JOB PLANS, Nov. 1936 to date. For operating jobs under way

in this area, including estimates of costs of jobs, complete job specifications, and blueprints of sites where jobs located. Related to entry 855. Filed numerically by job plan no. (Frequently, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. 1st floor, SE. (Bldg. B). (35)

903. LAND SURVEY NOTES, Nov. 1936 to date. Of engineers on land surveys conducted in this area; also sketches and original maps of land being surveyed. Related to entry 856. Filed chronologically under name of engineer. (Frequently, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of steel filing case. 1st floor, SE. (Bldg. B). (14)

904. MATERIAL DELIVERY TICKET, Nov. 1936 to date. Form AE-167. Ticket no., date of delivery, project name and no., description of job, job no., unit measurement, quantity of material, description, unit price, and total cost of material; signed by person receiving shipment. Related to entry 857. Filed numerically by project no. (Frequently, official.) 9 x 12 folders, 5 ft., in 3 drawers of metal filing case. 1st floor, SW. (Bldg. B). (47)

905. SEMIMONTHLY SERVICE CERTIFICATE, Nov. 1936 to date. Form RA-GEN 35 (rev. Oct. 30, 1935), Semimonthly Service Certificate (Field Employees on Annual Basis). Div., state, period covered by report, project name and no., region no., name of each employee, designation, grade, salary rate, inclusive dates of leave without pay, and address to which check to be mailed; signed by timekeeper who certifies record correct. Related to entry 873. Filed chronologically. (Frequently, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. 1st floor, SE. (Bldg. B). (44)

906. SEMIMONTHLY TIME REPORTS, Dec. 1936 to date. Form FSA-GEN 45, and same form, rev. Sept. 4, 1937, with essentially same information. Region no., div., name and location of project, period covered by report, official project no., work project no., appropriation no., name and badge no. of each employee, sex, identification no., occupational classification, rate of pay per hour, gross amount earned, amount of deductions, and net amount due; signed by timekeeper and project supvr. Related to entry 844. Filed numerically by project no. (Frequently, official.) 9 x 12 folders, 7 ft., in 4 drawers of steel filing case. 1st floor, SW. (Bldg. B). (43)

907. ACQUISITION REPORTS, July 1937 to date. Form LU-LA 1, and same form, rev. Nov. 18, 1937, with essentially same information. Inclusive dates of report, project, number of tracts appraised during period covered by this report, number appraised to date, number of land options taken this report, number taken to date, and total number of tracts surveyed to date; also number of man-days worked, number of miles traveled, and explanation of any difficulties encountered; signed by project mgr. Related to entry 845. Filed chronologically. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. 1st floor, NW. (Bldg. B). (9)

908. ADMINISTRATIVE OVERHEAD, July 1937 to date. Form AE-174. Name and no. of project, period covered by report, amount of adminis-

strative costs previously reported, amount estimated for this period, and total to date, amount of estimated cost for overhead approved, and amount unapproved. Related to entry 874. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. 1st floor, SW. (Bldg. B). (58)

909. PROJECT COST RECONCILIATION SHEETS, July 1937 to date. Form AE-175. Project no., period covered by report, classification of costs, showing cost of materials, supplies, and equipment; salaries, rental fees for owner-operated equipment, and travel expenses; and total project cost. Related to entry 875. Filed numerically by project no. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. 1st floor, SW. (Bldg. B). (57)

910. REQUISITIONS FOR WORKERS, July 1937 to date. WPA Form 401 (rev. Aug. 15, 1936). Requisition no. and date, name and location of agency submitting requisition, name and location of employment office to which submitted, number of workers needed, location and description of project, and information concerning workers requisitioned: occupation, sex, special requirements or conditions, and date, hour and place to report for work; name of foreman, signed by requisitioning officer. Related to entry 846. Filed numerically by requisition no. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. 1st floor, SW. (Bldg. B). (51)

911. WEEKLY EMPLOYMENT REPORTS, July 1937 to date. Form Land C-1, Weekly Employment Report. Project, period covered by report, classification of workers, number of certified and of noncertified workers, and total employed on project; also WPA form 7328, Weekly Report of Employment, with same information. Related to entry 876. Filed chronologically. (Frequently, official.) 5 x 5 cards, 2 ft. 3 in., in 2 drawers of metal card cabinet. 1st floor, SW. (Bldg. B). (61)

912. WEEKLY TRACT REPORTS, July 1937 to date. Form LU-LA 10, and same form, rev. Apr. 8, 1938, with essentially same information. Inclusive dates of report, project, tract no., vendor, date final abstract received, date check received by project office, date check delivered, and date report prepared; signed by officer submitting report. Related to entry 887. Arranged chronologically. (Frequently, official.) 8 x 10½ loose sheets, 2 ft., on desk. 1st floor, NW. (Bldg. B). (21)

913. COMPENSATION CLAIMS, July 1, 1937 to date. CA forms: 1, Employee's Notice of Injury and Original Claim for Compensation and Medical Treatment, submitted to official superior by every employee injured in performance of duty or by someone in his behalf, within forty-eight hours after injury. Cause and nature of injury, when and where accident occurred, and names of witnesses; 2, Official Superior's Report of Injury, submitted to Compensation Commission. Superior's personal observations on cause; unnumbered form, Physician's Report, submitted to Compensation Commission. Examining physician's findings; and Form S-69, Public Vouchers for Services and Supplies of Hospitals and Physicians, submitted to Compensation Commission. Itemized account of all funds expended in treatment of injury. File also in-

cludes correspondence of project mgr. with physicians and eyewitnesses to accident relative to these reports. Related to entry 877. Filed alphabetically by name of injured employee. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. 1st floor, NW. (Bldg. B). (38)

914. COST CONTROL REGISTER, July 1, 1937 to date. Forms: AE-159, Cost Control Register. Name and no. of project, inclusive dates of report, reference no., date and number of each document, description of each expenditure, and total expenditures; also nos. and amounts of audited vouchers, and debit and credit adjustments; AE-160, Distribution Sheet. Name and no. of project, date and amount of materials, equipment, or hand tools received, total cost of each order, amount of each order canceled and date canceled; also amount and date of all misc. materials received. Related to entry 847. Arranged numerically by project no. (Frequently, official.) 12 x 18 loose-leaf books (3), 9 in., on wooden shelf. 1st floor, NE. (Bldg. B). (85)

915. HAND TOOL ACCOUNTABILITY REGISTER, July 1, 1937 to date. Form AE-171. Name and no. of project, name of project foreman, dates tools issued, types of tools, number of each type issued, dates returned to tool shed, number of each type returned, number held, and number unaccounted for. Related to entry 848. Filed numerically by project no. (Frequently, official.) 12 x 18 loose-leaf books (3), 9 in., on wooden shelf. 1st floor, NE. (Bldg. B). (31)

916. INVOICES OF MATERIALS AND EQUIPMENT DELIVERED TO JOBS, July 1, 1937 to date. Form RA-GEN 79 (rev.). Date of invoice, name and no. of project, delivery point, location of job, description of material and equipment, quantity, unit cost, and total cost; signed by receiving officer. Related to entry 858. Filed chronologically in folders set up numerically by project no. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. 1st floor, NW. (Bldg. B). (17)

917. MATERIAL INVENTORY REGISTER, July 1, 1937 to date. Form AE-169, Material Inventory Control Register. Kind and quantity, name and no. of project for which purchased quantity returned from project, total cost of material and equipment, issued to date, and amount on hand. Related to entry 849. Filed numerically by project no. (Frequently, official.) 12 x 18 loose-leaf books (3), 9 in., on wooden shelf. 1st floor, NE. (Bldg. B). (29)

918. TOOL- EQUIPMENT AND MATERIAL TRANSFERS, July 1, 1937 to date. Form RA-GEN 77 (rev.). Transfer no. and date, name and no. of project from which tools and equipment to be transferred and to which to be delivered, name and quantity of each article, machine nos., hours used, original cost, present value, and person authorizing transfer; signed by officer receiving transferred property. Related to entry 859. Filed numerically by transfer no. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. 1st floor, NW. (Bldg. B). (19)

919. PUBLIC VOUCHERS FOR PURCHASES, Nov. 1937 to date. Standard

Form 1034, Public Voucher for Purchases, and Services Other Than Personal. Disbursing office voucher no., bureau voucher no.; name and address of dept., bureau or establishment; date voucher prepared, name and address of payee, payee's account no., date and no. of order, date of delivery or service, description of articles or services, quantity and unit price, and total amount of voucher; signed by payee and approving officer. Related to entry 878. Filed numerically by disbursing office voucher no. (Frequently, official.) 9 x 12 folders, 4 ft., in drawers of steel filing case. 1st floor, NE. (Bldg. B). (70)

FINCASTLE

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Dodd Bldg.

This office was established at Fincastle, Botetourt County, on January 3, 1935, as headquarters for Botetourt and Rockbridge counties. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on April 12, 1937.

920. CLIENTS' FOLDERS, OBSOLETE, 1934 - 1935. Show name and address, and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; 113, Rehabilitation Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Seldom, official.) 9 x 15 folders, 1 ft. 9 in., in wooden box. 2d floor. (2)

921. CLIENTS' FINANCE STATUS CARDS, 1935 to date. Name and address, date and amount of advances, distribution of loan, dates and amounts of repayments, record of repossessed capital goods, and balance due. Filed alphabetically. (Frequently, official.) 5 x 8 loose cards, 6 in., in drawer of pasteboard card cabinet. 2d floor. (7)

922. CLIENTS' FOLDERS, 1935 to date. Show name and address, and contain RA-RR forms: 12, Application for Rehabilitation; 12a, Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; 19, Supvr's. Farm Visit Report; RA-LE forms: 30.44c, Chattel Deed of Trust; 31.44, Chattel Deed of Trust Note A; 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. Cases become obsolete when 1937 - 1938 cases have been surveyed and approved. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft. 8 in., in drawer of steel filing case. 2d floor. (8)

923. CORRESPONDENCE, Jan. 3, 1935 to date. With regional, state, and district officers, Public Welfare supt., Production Credit Asso. officials, Extension Service officials, and Emergency Crop and Feed Loan officials. Filed chronologically. (Frequently, official.) 10 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. 2d floor. (3)

924. FINANCE PAPERS, Jan. 3, 1935 to date. Expense accounts, requisitions for office supplies, time sheets, and other data pertaining to financial administration of this office. Filed chronologically. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. 2d floor. (4)

925. LEGAL PAPERS, Jan. 3, 1935 to date. Applications for emergency grants, and for releases of chattel deeds of trust, clients' trial balance sheets, schedules of collections and disbursements, record of checks received or delivered, value of repossessed capital goods, applications for farm debt extension agreements, surplus commodity requisitions, and applications for leaves of absence. Filed chronologically. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. 2d floor. (5)

926. MISCELLANEOUS PAPERS, Jan. 3, 1935 to date. Price lists of fertilizer and seed, CCC correspondence and records, Community Work Center correspondence, telephone bills, newspaper articles, complaints from clients and supvrs. Filed chronologically. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. 2d floor. (6)

927. WEEKLY AND MONTHLY REPORTS, Jan. 3, 1935 to date. Reports submitted to dist. supvr. showing date submitted; name and address of supvr. making report; number of days on duty in field or office; number of farm, home, and other visits made; number of official calls received; number of families investigated; number of emergency, supplemental, resettlement, subsequent, and standard rehabilitation loan requests submitted; number of emergency grants issued; and records of meetings held, giving place, purpose, date, and attendance. Weekly reports, recapitulated in monthly reports, discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. 2d floor. (1)

FLOYD

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Post Office Building

This office was established at Floyd, Floyd County, on March 6, 1935,

as headquarters for Floyd and parts of Montgomery and Pulaski counties. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on March 30, 1937.

928. CLIENTS' FOLDERS, OBSOLETE, 1934 - 1935. Show name and address of client and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; 113, Rehabilitation Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 2 ft. 4 in., in drawer of steel filing case. 2d floor. (2)

929. CLIENTS' FINANCE STATUS CARDS, 1935 to date. Name and address of client, dates and amounts of advances, distribution of loans, dates and amounts of repayments, and record of repossessed capital goods. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 3 in., in pasteboard card cabinet. 2d floor. (5)

930. CLIENTS' FOLDERS, 1935 to date. Show name and address, contain RA-RR forms: 12, Application for Rehabilitation; 12a, Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; 19, Supvr's. Farm Visit Report; and RA-LE forms: 30.44, Chattel Deed of Trust; 31.44, Chattel Deed of Trust Note A, and 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft. 3 in., in drawer of steel filing case. 2d floor. (4)

931. FINANCE, Mar. 1935 to date. Receipts for salary checks, travel expense vouchers, letters of authorization for travel, schedules of collections and of disbursements, requisitions for office supplies, time sheets, and other data pertaining to the financial administration of office. Filed chronologically. (Frequently, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. 2d floor. (3)

932. WEEKLY AND MONTHLY REPORTS, Mar. 1935 to date. Submitted to dist. supvr., relative to activities of official personnel of office, showing date submitted; name and official address of supvr. making report; number of days on duty in field or office; farm, home, and other visits made; number of official calls received; number of families investigated; number of emergency, supplemental, resettlement, subsequent, and standard loan requests submitted; number of emergency grants issued; and records of meetings held, giving date, place, purpose, and attendance. Weekly reports, recapitulated in monthly reports, were discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. 2d floor. (6)

933. CORRESPONDENCE, Mar. 6, 1935 to date. With regional, state, and district officers and county agents, relative to rehabilitation

problems. Filed chronologically. (Frequently, official.) 9 x 12 folders, 3 in., in drawer of steel filing case. 2d floor. (1)

934. MISCELLANEOUS PAPERS, Mar. 6, 1935 to date. News items for publication, WPA and farm debt adjustment correspondence, list of legal papers recorded, Production Credit Association correspondence, seed loan agreements, price lists, surplus commodities orders, letters of complaints, and official instructions. Filed chronologically. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. 2d floor. (7)

FRONT ROYAL

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Popular Hall Bldg., Royal St.

This office was established at Front Royal, Warren County, in February 1935, as headquarters for Clark, Frederick, Madison, Rappahannock, and Warren counties. In 1957 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on March 15, 1937.

935. CLIENTS' FOLDERS, OBSOLETE, 1935 - 1936. Show name and address, and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; 113, Rehabilitation Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 3 ft. 6 in., in drawer of pasteboard transfer case. 2d floor. (4)

936. CORRESPONDENCE, Feb. 1935 to date. With regional, state, and district offices, Community and Cooperative Service officials, Farm Debt Adjustment supvr., and other individuals and organizations. Filed chronologically. (Frequently, official.) 8 x 11 folders, 10 in., in drawer of steel filing case. 2d floor. (2)

937. FINANCE, Feb. 1935 to date. Travel expense vouchers, time sheets, schedules of disbursements, schedules of collections, and data pertaining to financial administration of office. Filed chronologically. (Frequently, official.) 8 x 11 folders, 2 in., in drawer of steel filing case. 2d floor. (1)

938. CLIENTS' FINANCE STATUS CARDS, Feb. 1935 to date. Show name and address, dates and amounts of advances, voucher number, distribution of loan, dates and amounts of repayments, record of repossessed capital goods, and balance due. Filed alphabetically. (Frequently, of-

ficial.) 5 x 8 folders, 3 in., in drawer of steel filing case. 2d floor. (8)

939. INSTRUCTIONS, Feb. 1935 to date. Mimeographed copies from state director and associate directors, loan officer, finance mgr., regional officials, and dist. rural rehabilitation and home management supvrs., outlining correct procedure in rural resettlement problems. Filed chronologically. (Frequently, official.) 8 x 11 folders, 2 in., in drawer of steel filing case. 2d floor. (7)

940. MISCELLANEOUS PAPERS, Feb. 1935 to date. Records of advisory committee meetings, correspondence on CCC camp enrollees, creditors' extension agreements, emergency crop and feed loan agreements, correspondence with Extension Service officials, farm debt adjustments, fertilizer price lists, mule data, showing age, weight, and for what purpose each animal is used, poultry records, news items prepared for publication, record of checks sent clients and payments received, lists of papers recorded at courthouse, lists of rental agreements, and records of repossessed goods. Filed alphabetically. (Frequently, official.) 8 x 11 folders, 8 in., in drawer of steel filing case. 2d floor. (6)

941. WEEKLY AND MONTHLY REPORTS, Feb. 1935 to date. To dist. supvr. showing date submitted; name and address of supvr. making report; number of farm, home, and other visits made; number of official calls received; number of families investigated; number of emergency, supplemental, resettlement, subsequent, and standard loan requests submitted; number of emergency grants issued; number of supervisory cases handled; and records of meetings held, giving date, purpose, place, and attendance. Weekly reports, recapitulated in monthly reports, discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 8 x 11 folders, 2 in., in drawer of steel filing case. 2d floor. (5)

942. CLIENTS' FOLDERS, 1936 to date. Separate folder maintained for each client showing name and address of client and containing RA-RR forms: 12, Application for Rehabilitation; 12a, Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Record of Action Taken on Request for Funds; 19, Supvr's. Farm Visit Report; and RA-LE forms: 30.44, Chattel Deed of Trust; 31.44a, Chattel Deed of Trust Note A; and 51, Crop Lien Agreement; also correspondence with clients and individuals concerning clients. Cases become obsolete when 1937 - 1938 cases have been surveyed and approved. Filed alphabetically. (Frequently, official.) 8 x 11 folders, 2 ft. 6 in., in drawer of steel filing case. 2d floor. (3)

HALIFAX

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Halifax County Court House

This office was established in Halifax, Halifax County, on September 14, 1934,as headquarters for Halifax County. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on March 30, 1937.

943. CLIENTS' FOLDERS, OBSOLETE, 1934 - 1935. Show name and address of client, and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; 113, Rehabilitation Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 2 ft., in drawer of metal filing case. 2d floor. (8)

944. CORRESPONDENCE, Sept. 1934 to date. With regional, state, and district officers, and Community and Cooperative Service officials, dist. farm debt adjustment officials, rural rehabilitation and home management supvrs., and county extension agents. Filed chronologically. (Frequently, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. 2d floor. (7)

945. WEEKLY AND MONTHLY REPORTS, Sept. 1934 to date. To dist. supvr. showing date; name and address of officer submitting report; number of days on duty in field or office; number of farm, home, and other visits made; number of families investigated; number of emergency, supplemental, resettlement, subsequent, and standard loan requests submitted; number of emergency grants issued; and records of meetings held, giving date, place, purpose, and attendance. Weekly reports, recapitulated in monthly reports, discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. 2d floor. (1)

946. FINANCE, Sept. 14, 1934 to date. Travel expense accounts, time sheets, requisitions for office supplies, and other data pertaining to financial administration of office. Filed chronologically. (Frequently, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. 2d floor. (2)

947. INSTRUCTIONS, Sept. 14, 1934 to date. Copies of instructions received from regional, state, and dist. officials, outlining correct procedure in rural rehabilitation problems. Filed chronologically. (Frequently, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. 2d floor. (4)

948. MISCELLANEOUS PAPERS, Sept. 14, 1934 to date. Correspondence

with NYA officials regarding applications of workers, with Production Credit Asso. concerning clients' accounts, with Surplus Commodities Div. of WPA regarding food and clothing for Resettlement Administration clients; also misc. correspondence, lists of checks delivered to clients, records of credit extension agreements, list of cases and amount of loans for 1937, receipts for checks sent to Richmond, Va., farm inventories, records of rejected, suspended, recommended, and "rerecommended" applications; reports of legal papers deposited in County Clerk's office, schedules of collections and of disbursements, news items prepared for publication, poultry and livestock inventories, gardening and vegetable reports, and misc. documents. Filed alphabetically. (Frequently, official.) 9 x 11 folders, 6 in., in drawer of steel filing case. 2d floor. (3)

949. CLIENTS' FOLDERS, 1935 to date. Show name and address of client, and contain RA-RR forms: 12 (rev.), Application for Rehabilitation; 12a (rev.), Referral of case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; 19, Supvr's. Farm Visit Report; and RA-LE forms: 30.44, Chattel Deed of Trust; 31.44, Chattel Deed of Trust Note A; 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Frequently, official.) 9 x 11 folders, 3 ft. 9 in., in drawer of steel filing case. 2d floor. (6)

950. CLIENTS' FINANCE STATUS CARDS, 1935 to date. Name and address of client, dates and amounts of advances, distribution of loan, dates and amounts of repayments, record of repossessed capital goods, and balance due from client. Filed alphabetically. (Frequently, official.) 5 x 8 loose cards, 4 in., in pasteboard card cabinet. 2d floor. (5)

HEATHSVILLE

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Northumberland County Court House

This office was established at Heathsville, Northumberland County in July 1934, as headquarters for Lancaster, Northumberland, Richmond, and Westmoreland counties. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on February 17, 1937.

951. OBSOLETE AREA FILES, MISCELLANEOUS PAPERS, 1934 - 1936. Correspondence, records, and reports pertaining to activities of personnel attached to office of RR Corp. Filed chronologically. (Seldom, official.) 8 x 10 folders, 1 ft., 2 in., in drawer of steel filing case.

Jury Room. (5)

952. CLIENTS' FOLDERS, OBSOLETE, July 1934 - 1935. Show name and address, and contain work sheets, farm and home plans, purchase orders, supplementary receipts, crop liens, rehabilitation agreements, and progress reports for VRRC cases for 1934 - 1935, with related correspondence. Filed alphabetically. (Seldom, official.) 10 x 14 folders, 1 ft. 4 in., in drawer of steel filing case. Jury Room. (10)

953. CORRESPONDENCE, July 1935 to date. With regional, state, and district officers, NYA officials, and other individuals and organizations; also bulletins, clients' balance sheets, and other misc. documents and data. Filed chronologically. (Frequently, official.) 8 x 10 folders, 5 in., in drawer of steel filing case. Jury Room. (8)

954. FINANCE, July 1935 to date. Purchase orders, publicity programs, receipts from clients for checks delivered, crop lien, crop loan certificates, inventories of office supplies, surplus products reports showing balance due from clients, time reports, and other data pertaining to financial administration of this office. Filed chronologically. (Frequently, official.) 8 x 10 folders, 10 in., in drawer of steel filing case. Jury Room. (4)

955. INSTRUCTIONS, July 1935 to date. From regional and state directors, regional and state finance mgrs., loan officer, and senior clerk. Filed chronologically. (Frequently, official.) 8 x 10 folders, 2 in., in drawer of steel filing case. Jury Room. (9)

956. MISCELLANEOUS PAPERS, July 1935 to date. Correspondence, records, and reports pertaining to activities of personnel of this office; also mule data, showing age, weight, official number, and for what purpose each animal is used; livestock inventory; records of surplus commodities; and related correspondence. Filed chronologically. (Frequently, official.) 8 x 10 folders, 4 in., in drawer of steel filing case. Jury Room. (11)

957. MONTHLY REPORTS, July 1935 to date. To dist. supvr. showing date submitted; name and official address of officer making report; number of county, family, and other visits made; number of official calls received; number of families investigated and plans submitted; number of emergency, supplementary, and new standard loan requests submitted; number of cases handled; and record of meetings held, giving date, place, purpose, and attendance. Supervisory cases are those of clients who have received no financial assistance during present fiscal year, but are still indebted to Resettlement Administration for previous loans. Filed chronologically. (Frequently, official.) 8 x 10 folders, 1 in., in drawer of steel filing case. Jury Room. (6)

958. WEEKLY REPORTS, July 1935 to date. To dist. supvr., showing date submitted; name and address of officer making report; number of days on duty in field or office; number of miles covered; number of county, family, and other visits made; number of official calls received; number of families investigated; number of farm and home plans

prepared; number of loan agreements submitted; and records of meetings held, giving place, date, purpose and attendance. Weekly reports discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 8 x 10 folders, 1 in., in drawer of steel filing case. Jury Room. (2)

959. APPLICATIONS, REFERRED, DIRECT, REJECTED, RERECOMMENDED, Nov. 1935 to date. Name and address of applicant, location of applicant's farm, age, sex, race, and number of years residing in county, previous financial assistance and through what agency rendered, brief description of soil and other resources and facilities available, and educational and physical qualifications of each member of household. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. Jury Room. (3)

960. CLIENTS' FOLDERS, Nov. 1935 to date. Show name and address and contain RA-RR forms: 12 (rev.), Application for Rehabilitation; 12a (rev.), Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; RA-LE Form: 30.44, Chattel Deed of Trust; also correspondence with client and individuals concerning client. Filed alphabetically. (Frequently, official.) 8 x 10 folders, 1 ft., in drawer of steel filing case. Jury Room. (1)

961. CLIENTS' LEDGER, July 1936 to date. Accounts of clients dealing with this office, show name, address, official number, amount of funds advanced, payments made with date of each entry, and balance due. Filed alphabetically. (Frequently, official.) 6 x 12 vol., 1 in., in drawer of steel filing case. Jury Room. (7)

HILLSVILLE

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Carroll County Court House

This office was established in Hillsville, Carroll County, on February 16, 1935, as headquarters for Carroll County. In 1937 no records of this office were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey of these archives was completed on March 30, 1937.

962. CLIENTS' FOLDERS, OBSOLETE, 1934 - 1935. Show name and address, and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; 113, Rehabilitation Agreement; also correspondence with client and individuals concerning client. Filed alphabet-

ically. (Seldom, official.) 12 x 15 folders, 2 ft. 6 in., in 2 drawers of steel filing case. 2d floor. (1)

963. CLIENTS' FINANCE STATUS CARDS, 1935 to date. Name and address, date and amount of advances, distribution of loans, date and amount of payments, balance due, and records of repossessed capital goods. Filed alphabetically. (Frequently, official.) 5 x 8 loose cards, 2 in., in pasteboard card cabinet. 2d floor. (3)

964. CLIENTS' FOLDERS, 1935 to date. Show name and address, and contain RA-RR forms: 12, Application for Rehabilitation; 12a, Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; 19, Supervisor's Farm Visit Report; RA-LE forms: 30.44, Chattel Deed of Trust; 31.44, Chattel Deed of Note A; 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. Previous cases become obsolete when 1937 - 1938 cases have been surveyed and approved. Filed alphabetically. (Frequently, official.) 9 x 14 folders, 1 ft., in drawer of steel filing case. 2d floor. (9)

965. FINANCE, Apr. 1935 to date. Time sheets, travel expense vouchers, and other data pertaining to financial administration of this office. Filed chronologically. (Frequently, official.) 9 x 11 folders, 3 in., in drawer of steel filing case. 2d floor. (8)

966. INSTRUCTIONS, Apr. 1935 to date. From regional, state, and district officials, outlining plans for resettlement and rural rehabilitation work. Filed chronologically. (Frequently, official.) 9 x 14 folders, 3 in., in drawer of steel filing case. 2d floor. (6)

967. MISCELLANEOUS PAPERS, Apr. 1935 to date. Schedules of collections and of disbursements, requisitions for office supplies and equipment, NYA instructions, publicity items, surplus commodity orders, copies of receipts for cash paid by clients, schedule of checks received and delivered, remittance letters, leave applications, and lists of legal papers recorded in clerk's office. Filed chronologically. (Frequently, official.) 9 x 14 folders, 6 in., in drawer of steel filing case. 2d floor. (7)

968. WEEKLY AND MONTHLY REPORTS, Apr. 1935 to date. Name of supvr., making report; number of days on duty in field or office; number of farm, home, and other visits made; number of official calls received; number of families investigated; number of emergency, supplemental, resettlement, subsequent, and standard loan requests submitted; number of emergency grants issued; and record of meetings held, giving place, date, purpose, and attendance. Weekly reports, recapitulated in monthly reports, discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. 2d floor. (5)

969. CORRESPONDENCE, Apr. 4, 1935 to date. With regional, state,

and district officers, and county agents. Filed chronologically. (Frequently, official.) 9 x 14 folders, 4 in., in drawer of steel filing case. 2d floor. (2)

970. MISCELLANEOUS CORRESPONDENCE, Apr. 4, 1935 to date. With Emergency Feed and Loan Asso. officials, Extension Service officials, Surplus Commodities Div., Production Credit Asso. officials, and other agencies and individuals. Filed chronologically. (Frequently, official.) 9 x 14 folders, 2 in., in drawer of steel filing case. 2d floor. (4)

INDEPENDENCE

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Smith-Reeves Building

This office was established in Independence, Grayson County, on January 1, 1935, as headquarters for Grayson County. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey of these archives was completed on March 31, 1937.

971. CLIENTS' FOLDERS, OBSOLETE, 1934 - 1935. Show name and address,and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; 113, Rehabilitation Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 2 ft. 10 in., in drawer of metal filing cabinet. 2d floor. (1)

972. CLIENTS' FOLDERS, 1935 to date. Show name and address, and contain RA-RR forms: 12 (rev.), Application for Rehabilitation; 12a (rev.), Referral of Case; 13, Confidential Report; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; 19, Supvr's. Farm Visit Report; RA-LE forms: 30.44, Chattel Deed of Trust; 31.44, Chattel Deed of Trust Note A; 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. Filed chronologically. (Frequently, official.) 9 x 11 folders, 2 ft. 4 in., in drawer of steel filing case. 2d floor. (4)

973. CLIENTS' FINANCE STATUS CARDS, Jan. 1935 to date. Name and address, date and amount of advances, distribution of loan, record of repossessed capital goods, date and amount of repayments, and balance due. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 2 in., in pasteboard card cabinet. 2d floor. (8)

974. FINANCE, Jan. 1935 to date. Travel expense vouchers, time sheets, acknowledgments of salary checks, and other data pertaining to

financial administration of office. Filed chronologically. (Frequently, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. 2d floor. (6)

975. INSTRUCTIONS, Jan. 1935 to date. From regional, state, and district officials, concerning correct procedure in executing rural rehabilitation work. Filed chronologically. (Frequently, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. 2d floor. (7)

976. MISCELLANEOUS PAPERS, Jan. 1935 to date. Requisitions and inventories of office supplies and capital goods, schedules of collections and of disbursements, remittance letters, money order receipts, Surplus Commodity orders, correspondence with WPA, social workers, and dist. and county officials. Filed chronologically. (Frequently, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. 2d floor. (5)

977. WEEKLY AND MONTHLY REPORTS, Jan. 1935 to date. To dist. supvr. showing date submitted; name and official address of supvr. making report; number of days on duty in field or office; number of farm, home, and other visits made; number of official calls received; number of families investigated; number of emergency, supplemental, resettlement, subsequent, and standard loan requests submitted; number of emergency grants issued; and records of meetings held, giving date, place, purpose, and attendance. Filed chronologically. (Frequently, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. 2d floor. (3)

978. CORRESPONDENCE, Jan. 16, 1935 to date. With regional, state, and district officers, and county agents, regarding technical problems and rural rehabilitation matters. Filed chronologically. (Frequently, official.) 9 x 11 folders, 6 in., in drawer of steel filing cabinet. 2d floor. (2)

JONESVILLE

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Lee County Court House

This office was established in Jonesville, Lee County, on February 1, 1935, as headquarters for Lee County. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on April 13, 1937.

979. CLIENTS' FOLDERS, OBSOLETE, 1934 - 1935. Show name and address, and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; 113, Rehabilitation Agreement; also corre-

spondence with client and individuals concerning client. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 1 ft. 2 in., in drawer of steel filing case. 2d floor. (2)

980. CLIENTS' FINANCE STATUS CARDS, 1935 to date. Name and address, date and amount of advances, distribution of loan, date and amount of repayments, and record of repossessed capital goods. Filed alphabetically. (Frequently, official.) 5 x 8 loose cards, 3 in., in card cabinet. 2d floor. (7)

981. CLIENTS' FOLDERS, 1935 to date. Show name and address, and contain RA-RR forms: 12, Application for Rehabilitation; 12a, Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; 19, Supvr's Farm Visit Report; RA-LE forms: 30.44, Chattel Deed of Trust; 31.44a, Chattel Deed of Trust Note A; 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. Cases will become obsolete when 1937 - 1938 cases have been surveyed and approved. Filed alphabetically. (Frequently, official.) 8½ x 11 folders, 2 ft. 2 in., in drawer of steel filing case. 2d floor. (5)

982. CORRESPONDENCE, Feb. 1, 1935 to date. With regional, state, and district officers and county extension agents. Filed chronologically. (Frequently, official.) 9 x 11 folders, 5 in., in drawer of steel filing case. 2d floor. (1)

983. FINANCE, Feb. 1, 1935 to date. Travel expense vouchers, repayment and money order receipts, schedules of collections and disbursements, also requisitions for office supplies. Filed chronologically. (Frequently, official.) 9 x 11 folders, 6 in., in drawer of steel filing case. 2d floor. (4)

984. MISCELLANEOUS PAPERS, Feb. 1, 1935 to date. Lists of recorded and unrecorded legal papers, surplus commodity reports with related correspondence, check remittance letters, crop lien receipts, notices of arrival of checks, record of checks delivered to clients, resettlement clients' register, and mileage record. Filed chronologically. (Frequently, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. 2d floor. (6)

985. WEEKLY AND MONTHLY REPORTS, Feb. 1, 1935 to date. To dist. supvr. showing date submitted; name and official address of officer making report; number of days on duty in field or office; number of farm, home, and other visits made; number of official calls received; number of families investigated; number of emergency, supplemental, resettlement, subsequent, and standard loan requests submitted; and records of meetings held, giving place, date, purpose, and attendance. Weekly reports, recapitulated in monthly reports, discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. 2d floor. (8)

986. INSTRUCTIONS, Feb. 1, 1937 to date. From regional, state, and

district officials concerning correct procedure in rural rehabilitation problems. Filed chronologically. (Frequently, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. 2d floor. (3)

KELLER

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
J. J. Brooks Mapp Bldg.

This county supervisor's office for Accomac and Northampton counties was established at Onley, Accomac County, on January 20, 1935. It was moved to Keller, Accomac County, on February 10, 1936. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on May 26, 1937.

987. CLIENTS' FOLDERS, OBSOLETE, Jan. - July 1935. Show name and address, and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; 113, Rehabilitation Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 4 ft. 4 in., on 3 wooden shelves. 1st floor. (2)

988. INSTRUCTIONS, Jan. 20, 1935. Copies, received by this office from regional, state, and district supvrs. concerning technical and general problems in operation of rural rehabilitation work on Eastern Shore. Filed chronologically. (Frequently, official.) 8 x 11 folders, 6 in., in drawer of steel filing case. 1st floor. (7)

989. CLIENTS' LEDGER, Jan. 20, 1935 to date. Name, address, and official number, dates and amount of funds advanced, dates and amounts of repayments made, and balance due. Indexed alphabetically. (Frequently, official.) 8 x 12 vol., 2 in., in drawer of steel filing case. 1st floor. (4)

990. CORRESPONDENCE, Jan. 20, 1935 to date. With regional, state, and district officers, county extension agents, Credit Asso. officials, NYA and WPA officials relative to administrative and technical rural rehabilitation problems. Filed alphabetically and chronologically. (Frequently, official.) 8 x 11 folders, 6 in., in drawer of steel filing case. 1st floor. (6)

991. FINANCE PAPERS, Jan. 20, 1935 to date. Copies of requisitions for office supplies, travel expense vouchers, and other data pertaining to financial administration of this office. Filed chronologically. (Seldom, official.) 8 x 11 folders, 6 in., in drawer of

steel filing case. 1st floor. (5)

992. MONTHLY FIELD REPORTS, Jan. 20, 1935 to date. To dist. supvr., relative to activities of official personnel of this office, showing date submitted; name and official address of supvr. making report; number of days on duty in field or office; number of farm, home, and other visits made; number of official calls received; number of families investigated; number of emergency, supplemental, resettlement, subsequent, and standard loan requests submitted; number of emergency grants issued; and records of meetings held, giving date, place, purpose, and attendance. Filed chronologically. (Seldom, official.) 8 x 11 folders, 2 in., in drawer of steel filing case. 1st floor. (1)

993. CLIENTS' FOLDERS, July 1935 to date. Show name and address, and contain RA-RR forms: 12 (rev.), Application for Rehabilitation; 12a (rev.), Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action on Request for Funds; 19, Supvr's. Farm Visit Report; RA-LE forms: 30.44, Chattel Deed of Trust; 31.44a, Chattel Deed of Trust Note A; 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Frequently, official.) 8 x 11 folders, 7 ft. 6 in., in 5 drawers of steel filing case. 1st floor. (3)

KENBRIDGE

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Bank of Lunenburg Bldg., Main St. and Fifth Ave.

This office was established at Kenbridge, Lunenburg County, in January 1935. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on February 13, 1937.

994. APPLICATIONS, 1935 to date. Name, address, age, sex, and race of applicant, location of farm, number of years of residence in county, previous financial assistance received and through what agency, and brief description of soil and other available resources and facilities; also educational qualifications of each member of applicant's household. Filed alphabetically. (Frequently, official.) 10 x 14 folders, 2 in., in drawer of steel filing case. 2d floor. (8)

995. CLIENTS' FOLDERS, 1935 to date. Show name and address, and contain applications, home management plans, farm management plans, loan agreements, transmittal of request for funds, record of action taken on request for funds, confidential reports, and referral of cases; also correspondence with client and individuals concerning client. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. 2d floor. (3)

996. CLIENTS' FOLDERS, 1935 to date. Show name and address, and contain work sheets, purchase orders, supplementary receipts, progress reports, crop lien agreements, farm management plans, and home management plans; also correspondence with client and individuals concerning client. Filed alphabetically. (Frequently, official.) 10 x 14 folders, 2 ft. 6 in., in drawer of steel filing case. 2d floor. (7)

997. CORRESPONDENCE, 1935 to date. With regional, state, and district officers, county extension agents, welfare workers, Fed. Land Bank officials, commodity clerk, and Surplus Commodities Div. officials. Filed chronologically. (Frequently, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. 2d floor. (2)

998. FINANCE, 1935 to date. Travel expense vouchers, records of checks for clients, time sheets, schedules of collections and of disbursements, clients' account trial balances; correspondence regarding complaints and surplus products; inventory of office supplies; and data pertaining to financial administration of office. Filed chronologically. (Frequently, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. 2d floor. (4)

999. FINANCE STATUS CARDS, 1935 to date. Name and address of client, dates and amounts of advances, date delivered, voucher number, amount returned, disbursement of 1936 loan for capital, operating, and home expenses, repayment dates and amounts for 1935 and 1936, and record of repossessed capital goods, giving item, date, and amount. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 4 in., in drawer of cardboard card cabinet. 2d floor. (9)

1000. INSTRUCTIONS, 1935 to date. From regional director, state director, state finance mgr., dist. rural rehabilitation and home management supvrs., and other agencies. Filed chronologically. (Frequently, official.) 10 x 14 folders, 4 in., in drawer of steel filing case. 2d floor. (5)

1001. WEEKLY REPORTS, 1935 to date. To dist. supvr. showing date submitted; name and official address of supvr. making report; number of days on duty in field or office; number of miles covered; number of county, family, and other visits made; number of official calls received; number of families investigated; number of farm and home plans prepared; number of loan agreements submitted; and records of meetings held, giving date, place, purpose, and attendance. Filed chronologically. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. 2d floor. (6)

1002. MISCELLANEOUS CORRESPONDENCE, July 1935 to date. Correspondence with Community and Cooperative Service officials; CCC camp and NYA officials, regarding available workers; Community Work Center officials; and Resettlement Administration workers; records of committee meetings held and of land for rent; also reports of county nurse and Extension Div. Filed chronologically. (Frequently, official.) 8 x 10 folders, 4 in., in drawer of steel filing case. 2d floor. (1)

LEBANON

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
William E. Burns Bldg., Main St.

This office was established at Lebanon, Russell County, on February 18, 1935, as headquarters for Tazewell County and part of Russell County. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on April 19, 1937.

1003. CLIENTS' FOLDERS, OBSOLETE, 1934 - 1935. Show name and address, and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; 113, Rehabilitation Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 2 ft. 2 in., in drawer of steel filing case. 2d floor. (8)

1004. CLIENTS' FOLDERS, 1935 to date. Show name and address, and contain RA-RR forms: 12, Application for Rehabilitation; 12a, Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; 19, Supvr's Farm Visit Report; RA-LE forms: 30.44, Chattel Deed of Trust; 31.44a, Chattel Deed of Trust Note A; 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. Cases become obsolete when 1937 - 1938 cases have been surveyed and approved. Filed alphabetically. (Frequently, official.) 9 x 11 folders, 2 ft. 1 in., in drawer of steel filing case. 2d floor. (7)

1005. CLIENTS' FINANCE STATUS CARDS, Feb. 18, 1935 to date. Name and address, dates and amounts of advances, distribution of loan, dates and amounts of repayments, balance due, and record of repossessed capital goods. Filed alphabetically. (Frequently, official.) 5 x 8 loose cards, 2 in., in pasteboard card cabinet. 2d floor. (9)

1006. CORRESPONDENCE, Feb. 18, 1935 to date. With regional, state, and district officers, County Advisory Committee, and county agents. Filed chronologically. (Frequently, official.) 9 x 11 folders, 3 in., in drawer of steel filing case. 2d floor. (1)

1007. FINANCE, Feb. 18, 1935 to date. Schedules of collections and of disbursements, expense accounts, clerks' receipts, and data pertaining to financial administration of this office. Filed chronologically. (Frequently, official.) 9 x 11 folders, 2 in., in drawer

of steel filing case. 2d floor. (4)

1008. INSTRUCTIONS, Feb. 18, 1935 to date. From regional, state, and district officials, outlining correct procedure in execution of rural rehabilitation policies. Filed chronologically. (Frequently, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. 2d floor. (3)

1009. MISCELLANEOUS CORRESPONDENCE, Feb. 18, 1935 to date. Of official personnel of this office with clients and individuals, dist. rural rehabilitation and home management supvrs., and Extension Service officials. Filed chronologically. (Frequently, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. 2d floor. (5)

1010. MISCELLANEOUS PAPERS, Feb. 18, 1935 to date. Committee meeting notes, inventories of office supplies, orders for surplus commodities, miscellaneous correspondence, reports of rejected cases, and other papers. Filed chronologically. (Frequently, official.) 9 x 11 folders, 3 in., in drawer of steel filing case. 2d floor. (6)

1011. WEEKLY AND MONTHLY REPORTS, Feb. 18, 1935 to date. To dist. supvr., showing date submitted; name and address of supvr. making report; number of days on duty in field or office; number of farm, home, and other visits made; number of official calls received; number of families investigated; number of emergency, supplemental, resettlement, subsequent, and standard loan requests submitted; number of emergency grants issued; and records of meetings held, giving place, date, purpose, and attendance. Weekly reports, recapitulated in monthly reports, discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. 2d floor. (2)

LOUISA

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Municipal Bldg., Va. Route 4

This office was established in January 1935 in Louisa, Louisa County, as headquarters for Fluvanna, Louisa, and Orange counties. In 1937 no records of this office were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on March 9, 1937.

1012. FINANCE PAPERS, Jan. 1935 to date. Schedules of collections, schedules of disbursements, and time reports. Filed chronologically. (Frequently, official.) 8 x 11 folders, 2 in., in drawer of steel filing case. R. 3. (1)

1013. INSTRUCTIONS, Jan. 1935 to date. From regional officials,

state director, loan officer, dist. rural rehabilitation and home management supvrs., and others. Filed chronologically. (Frequently, official.) 8 x 11 folders, 4 in., in drawer of steel filing case. R. 3. (7)

1014. WEEKLY AND MONTHLY REPORTS, Jan. 1935 to date. To dist. supvr., showing date submitted; name and address of supervisor making report; number of farm, home, and other visits made; number of official calls received; number of families investigated; number of emergency, supplemental, resettlement, subsequent, and standard loan requests submitted; number of emergency grants made; number of supervisory cases handled; and records of meetings held, giving date, place, purpose, and attendance. Weekly reports, recapitulated in monthly reports, discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 8 x 11 folders, 2 in., in drawer of steel filing case. R. 3. (4)

1015. CLIENTS' FOLDERS, OBSOLETE, 1935 - 1936. Show name and address and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; also correspondence with client and individuals concerning client. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 2 ft., in wooden box. R. 3. (5)

1016. CLIENTS' LEDGER, 1935 to date. Name and address, amount and date of loan, amount and dates of repayments, and balance due. Filed alphabetically. (Frequently, official.) 7 x 11 vol., 2 in., in drawer of steel filing case. R. 3. (2)

1017. CORRESPONDENCE, 1935 to date. With regional, state, and district officer. Filed chronologically. (Frequently, official.) 8 x 11 folders, 6 in., in drawer of steel filing case. R. 3. (6)

1018. CLIENTS' FOLDERS, 1936 to date. Show name and address, and contain RA-RR forms: 12 (rev.), Application for Rehabilitation; 12a (rev.), Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan (supplement to RA-RR 14); 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; 19, Supvr's. Farm Visit Report; RA-LE forms: 30.44c, Chattel Deed of Trust; 31.44a, Chattel Deed of Trust Note A; 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. Cases become obsolete when 1937 - 1938 cases have been surveyed and approved. Filed alphabetically. (Frequently, official.) 8 x 11 folders, 1 ft. 10 in., in drawer of steel filing case. R. 3. (3)

MANASSAS

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
204 Main St.

This office was established at Manassas, Prince William County, in February 1935, as headquarters for Fairfax and Prince William counties. In 1937 no records of this office were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on March 15, 1937.

1019. CLIENTS' FOLDERS, OBSOLETE, 1935 - 1936. Show name and address and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; 113, Rehabilitation Agreement; also correspondence concerning client. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 1 ft. 2 in., in drawer of steel filing case. 1st floor. (7)

1020. CLIENTS' LEDGER, Feb. 1935 to date. Name and address, date and amount of loan, date and amount of repayment, and balance due. Filed alphabetically. (Frequently, official.) 9 x 11 vol., 1 in., in drawer of steel filing case. 1st floor. (8)

1021. CORRESPONDENCE, Feb. 1935 to date. With regional, state, and district officers, county extension agents, social service workers, and surplus commodity clerk. Filed chronologically. (Frequently, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. 1st floor. (1)

1022. FINANCE, Feb. 1935 to date. Schedules of collections and of disbursements, clients' receipts, time sheets, and travel vouchers. Filed chronologically. (Frequently, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. 1st floor. (3)

1023. INSTRUCTIONS, Feb. 1935 to date. From regional and associate directors, finance control mgr., state director, loan officer, senior clerk, dist. rural rehabilitation and home management supvrs. Filed chronologically. (Frequently, official.) 9 x 11 folders, 3 in., in drawer of steel filing case. 1st floor. (4)

1024. REPORTS, WEEKLY AND MONTHLY, Feb. 1935 to date. To dist. supvr. showing date submitted; name and official address of supvr. making report; number of farm, home, and other visits made; number of official calls received; number of families investigated; number of emergency, supplemental, resettlement, subsequent, and standard loan requests submitted; number of supervisory cases handled or investigated; number of emergency grants issued and records of meetings held, giving date, place, purpose, and attendance. Weekly reports, recapitulated in monthly reports, discontinued Jan. 1, 1937. Filed chronologically.

(Frequently, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. 1st floor. (2)

1025. CLIENTS' FOLDERS, 1936 to date. Show name and address, and contain RA-RR forms: 12, Application for Rehabilitation; 12a, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan (supplement to Form 14); 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; 19, Supvr's. Farm Visit Report; RA-LE forms: 30.44, Chattel Deed of Trust; 31.44a, Chattel Deed of Trust Note A; 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. Cases become obsolete when 1937 - 1938 cases have been surveyed and approved. Filed alphabetically. (Frequently, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. 1st floor. (6)

1026. SUPERVISOR'S VISIT REPORT, 1936 to date. Farm and home visit reports and correspondence with client and individuals concerning client. Filed alphabetically. (Frequently, official.) 9 x 11 folders, 6 in., in drawer of steel filing case. 1st floor. (5)

NEW MARKET

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Town Hall, Main St.

This office was established in February 1935 in New Market, Shenandoah County. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on March 15, 1937.

1027. CLIENTS' FOLDERS, OBSOLETE, 1935 - 1936. Show name and address, and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order, 113, Rehabilitation Agreement; also correspondence of supvrs. with individuals concerning client. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 1 ft. 8 in., in pasteboard transfer case. 1st floor. (2)

1028. CLIENTS' FINANCE STATUS CARDS, Feb. 1935 to date. Name and address, dates and amounts of advances, voucher numbers, distribution of loan, dates and amounts of repayments, and repossessed capital goods. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 3 in., in pasteboard card cabinet. 1st floor. (4)

1029. CORRESPONDENCE, Feb. 1935 to date. With regional, state, and district officers, and county extension agents concerning technical

matters and general information. Filed chronologically. (Frequently, official.) 8 x 11 folders, 4 in., in drawer of steel filing case. 1st floor. (9)

1030. FINANCE, Feb. 1935 to date. Travel expense vouchers, salary advances, time sheets, requisitions for office supplies, schedules of collections and of disbursements. Filed chronologically. (Frequently, official.) 8 x 11 folders, 6 in., in drawer of steel filing case. 1st floor. (5)

1031. INSTRUCTIONS, Feb. 1935 to date. From regional director, finance control mgr., state director and associate directors, district rural rehabilitation and home management supvrs. Filed chronologically. (Frequently, official.) 8 x 11 folders, 4 in., in drawer of steel filing case. 1st floor. (3)

1032. MISCELLANEOUS CORRESPONDENCE, Feb. 1935 to date. Of official personnel of this office and officials in charge of Community and Co-operative Service, WPA, Extension Service, Emergency Crop and Field Loan Service, and Production Credit Asso. Filed alphabetically. (Frequently, official.) 8 x 11 folders, 2 in., in drawer of steel filing case. 1st floor. (8)

1033. MISCELLANEOUS PAPERS, Feb. 1935 to date. Correspondence with CCC camp officials concerning available workers, Community Work Center officials in regard to center activities, NYA officials relative to applications of workers, Farm Debt supvr. concerning mortgages on farms of RA clients, and County Advisory Committee regarding meetings, and approval and rejection of proposed loans; also fertilizer price lists, inventories of office equipment and supplies, and copies of requisitions to Surplus Commodities Div. for food and clothing for RA clients, with related correspondence. Filed chronologically. (Frequently, official.) 8 x 11 folders, 6 in., in drawer of steel filing case. 1st floor. (7)

1034. WEEKLY AND MONTHLY REPORTS, Feb. 1935 to date. To dist. supvr., showing date submitted; name and official address of officer making report; statement of daily activities of official in office or field, and number of miles covered; number of farm, home, and other visits made; number of official calls received; number of families investigated; and number of emergency, supplemental, resettlement, subsequent, and standard loan requests submitted; number of emergency grants issued; number of supervisory cases handled or investigated; and records of meetings held, giving date, place, purpose, and attendance. Weekly reports, recapitulated in monthly reports, were discontinued Jan. 1, 1937. Supervisory cases are those of clients who have received no financial assistance during present fiscal year, but are indebted to Resettlement Administration for prior loans. Filed chronologically. (Frequently, official.) 8 x 11 folders, 2 in., in drawer of steel filing case. 1st floor. (1)

1035. CLIENTS' FOLDERS, 1936 to date. Show name and address and contain RA-RR forms: 12 (rev.), Application for Rehabilitation; 12a (rev.), Referral of Case; 13, Confidential Report; 14, Annual Farm Busi-

ness Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan (supplement to RA-RR 14); 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; 19, Supvr's. Farm Visit Report; RA-LE forms: 30.44, Chattel Deed of Trust; 31.44a, Chattel Deed of Trust Note A; 51, Crop Lien Agreement; also correspondence of supvrs. with client and individuals concerning client. Previous cases become obsolete when 1937 - 1938 cases have been surveyed and approved. Filed alphabetically. (Frequently, official.) 8 x 11 folders, 2 ft., in drawer of steel filing case. 1st floor. (6)

NORFOLK

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Federal Building, 600 Granby St.

This office was established on February 1, 1935, at Portsmouth, Norfolk County, as headquarters for Norfolk and Priness Anne counties. It was transferred to the city of Norfolk on October 1, 1936. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on May 5, 1937.

1036. CLIENTS' FOLDERS, OBSOLETE, 1934 - 1935. Contain RA-RR forms: 101, Agriculture Field Worker's Report; 102, Home Survey, 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; and Contract Form 5, Crop Lien Agreement; also correspondence with client concerning technical problems. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 2 ft. 2 in., in drawer of steel filing case. R. 213. (1669)

1037. CLIENTS' FOLDERS, 1935 to date. Show name and address of client and contain RA-RR forms: 12, Application for Rehabilitation; 12a, Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 19, Supervisor's Farm Visit Report; RA-LE forms: 30.44c., Chattel Deed of Trust; 31.44a, Chattel Deed of Trust Note A; and 51, Crop Lien Agreement. Filed alphabetically. (Frequently, official.) 8½ x 11 folders, 4 ft. 6 in., in 3 drawers of steel filing case. R. 213. (1408)

1038. CLIENTS' FINANCE LEDGER, Feb. 1, 1935 to date. Name, case no., and address of client, amount of funds advanced, repayments, and balance due. Filed alphabetically. (Frequently, official.) 8½ x 10 vols., 1 ft., in drawer of steel filing case. R. 213. (1412)

1039. CORRESPONDENCE, REGIONAL, STATE, DISTRICT, AND COUNTY, Feb. 1, 1935 to date. With regional and state officers, county extension agents, county rural rehabilitation and home management supervisors,

senior clerk, and other individuals and organizations. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 3 ft. 1 in., in 2 drawers of steel filing case. R. 213. (1413)

1040. FINANCE PAPERS, Feb. 1, 1935 to date. File contains standard forms: 1012, Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem; 1044, Schedule of Collections; 1064, Schedule of Disbursements; RA-FI Form 5a, Public Voucher Resettlement Administration Loan; and other data pertaining to financial operations of this office. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 6 in., in drawer of steel filing case. R. 213. (1410)

1041. INSTRUCTIONS, Feb. 1, 1935 to date. From regional, state, and district officials, concerning technical problems and general information for use in work of rural rehabilitation. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 4 ft. 6 in., in 2 drawers of steel filing case. R. 213. (1407)

1042. MISCELLANEOUS PAPERS, Feb. 1, 1935 to date. Correspondence with NYA officials, relative to RA clients who have children eligible for NYA assistance; with Production Credit Asso. concerning eligibility of RA clients for assistance of this Asso.; with County Advisory Committee regarding meetings and approval or rejection of applications; with Surplus Commodities Div., concerning requisitions for food and clothing for RA clients; official correspondence regarding RA assistance for veterans; also lists of checks delivered and collections made, showing names, official nos. and addresses of clients, amounts involved and date of transaction; livestock inventory of repossessed capital goods; Form RA-BM 49, Inventory Report; Form Account 4, Recordation Receipt; requisitions for supplies, equipment and service; list of all clients in Norfolk and Princess Anne counties; list of land owners; mailing list of clients; and correspondence with North Carolina Joint Stock Land Bank, Durham, N. C., concerning funds for rebuilding barn destroyed by storm on farm of RA client. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 5 ft. 2 in., in 2 drawers of steel filing case. R. 213. (1411)

1043. WEEKLY AND MONTHLY REPORTS, Feb. 1, 1935 to date. To dist. supvr., showing date submitted; name and official address of officer making report; statement of daily activities of official in office or field and number of miles covered; number of county, family, and other visits made; and number of official calls received; number of families investigated; number of farm and home plans prepared; number of emergency, supplemental, rehabilitation, standard, and subsequent loan requests submitted; number of emergency grants issued; number of supervisory cases handled; and records of meetings held, giving date, place, purpose, and attendance. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 2 in., in drawer of steel filing case. R. 213. (1409)

PRINCE GEORGE

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Prince George County Court House Annex

This office was established in September 1935, in Petersburg, Dinwiddie County, as headquarters for Dinwiddie and Prince George counties. In December 1935 it was transferred to Prince George, Prince George County. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on March 2, 1937.

1044. CLIENTS' FOLDERS, 1935 - 1936. VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; Contract Form 5, Crop Lien Agreement; also correspondence of supvrs. with clients. Filed alphabetically. (Never.) 12 x 15 folders, 3 ft., in pasteboard boxes (2). 1st floor. (5)

1045. INSTRUCTIONS, Aug. 1935 to date. From regional, state, and district officials, concerning technical problems and matters pertaining to administration of office. Filed chronologically. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. 1st floor. (7)

1046. CORRESPONDENCE, Sept. 1935 to date. With regional director, state director, loan officer, senior clerk, dist. rural rehabilitation and home management supvrs.; also unclassified correspondence. Filed chronologically. (Frequently, official.) 10 x 12 folders, 9 in., in drawer of steel filing case. 1st floor. (6)

1047. FINANCE CORRESPONDENCE, Sept. 1935 to date. Travel vouchers for expenses incurred by rural rehabilitation and home management supvrs. Filed chronologically. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. 1st floor. (4)

1048. MISCELLANEOUS PAPERS, Sept. 1935 to date. Clients' bills, travel vouchers, appointment records of employees, surplus commodity orders, receipts for office supplies, schedules of collections and of disbursements, list of farms for rent, veterans' applications, farm debt adjustment records, budgets, leaves of absence, salary checks, canning reports, and extension bulletins. Filed chronologically. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. 1st floor. (3)

1049. WEEKLY AND MONTHLY REPORTS, Sept. 1935 to date. To dist. supvr., showing date; number of days in field or office; number of farm, home, and other visits made; number of official calls received;

number of families investigated; number of emergency grants made; number of emergency, supplemental, resettlement, and subsequent loan requests submitted; also records of meetings giving place, purpose, date, and attendance. Weekly reports, recapitulated in monthly report, discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. 1st floor. (8)

1050. CLIENTS' FINANCE STATUS CARDS, 1936 to date. Record name and address, date and amount of advances, voucher number, distribution of loan, date and amount of repayments, and amount of repossessed capital goods. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 6 in., in pasteboard box. 1st floor. (2)

1051. CLIENTS' FOLDERS, 1936 to date. RA-RR forms: 12 (rev.), Application for Rehabilitation; 12a (rev.), Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan (supplement to RA-RR 14); 15, Loan Agreement and Request for Funds; 17, Action Taken on Request for Funds; 17c, Return of Document; 19, Supvr's. Farm Visit Report; RA-FI 5, Loan Voucher; RA-LE forms: 30.44c, Chattel Deed of Trust, and 51, Crop Lien Agreement; also correspondence of supvr. with clients. 1936 - 1937 cases become obsolete when 1937 - 1938 cases have been surveyed and accepted. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft. 6 in., in drawer of steel filing case. 1st floor. (1)

PROVIDENCE FORGE

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
C. E. Hughes' Old Store Bldg.

This office was established in February 1935 in Providence Forge, New Kent County, as headquarters for New Kent and Charles City counties. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on February 17, 1937.

1052. CLIENTS' FOLDERS, OBSOLETE, Feb. 1935 -Jan. 1936. Show name and address, and contain work sheet, farm plan, home plan, supplemental receipt, crop lien agreement, purchase orders, rehabilitation agreement, and progress reports; also correspondence with client and individuals concerning client. Filed alphabetically. (Seldom, official.) 10 x 14 folders, 1 ft. 4 in., in drawer of steel filing case. 1st floor. (7)

1053. MISCELLANEOUS PAPERS, Feb. 1935 to date. Clients' letters of appreciation; correspondence with CCC camp officials concerning available workers; certificate for emergency crop and feed loan; records and reports of drought relief exhibits; and meetings with date, place, purpose and attendance; schedules of official visits made and official calls re-

ceived; mule record showing price and number of mules, and how employed; price lists of farm supplies; copies of requisitions to Surplus Commodities Div. for food and clothing of Resettlement Administration clients; legal papers; and correspondence with WPA hdqrs., county and home demonstration agents, Farm Debt Adjustment official, Community and Cooperative Service officials; also misc. correspondence and data. Filed chronologically. (Frequently, official.) 9 x 12 folders, 5 in., in drawer of steel filing case. 1st floor. (2)

1054. FINANCE, Aug. 1935 to date. Travel vouchers, schedules of collections and of disbursements, temporary receipt books showing dates of payments, records of transmittals, dates of repayments and balance due; also data pertaining to financial operations of office. Filed chronologically. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. 1st floor. (1)

1055. CORRESPONDENCE, Sept. 1935 to date. With regional, state, and district officers, and others. Filed chronologically. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. 1st floor. (3)

1056. INSTRUCTIONS, Sept. 1935 to date. From regional director and associate directors, state director and associate directors, dist. supvrs., and WPA officials. Filed chronologically. (Frequently, official.) 8 x 10 covers, 4 in., on writing board attached to wall. 1st floor. (6)

1057. MONTHLY REPORTS, Sept. 1935 to date. To dist. supvr., showing date submitted; name and official address of officer making report; number of county, farm, and other visits made; number of official calls received; number of families investigated and plans submitted; number of emergency, supplementary, and standard loan requests investigated; number of supervisory cases handled or investigated; records of meetings held, giving date, place, purpose, and attendance. Supervisory cases are those of clients who have received no financial assistance during present fiscal year, but are indebted to Resettlement Administration for prior loans. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. 1st floor. (8)

1058. WEEKLY REPORTS, Sept. 1935 to date. To dist. supvr. Date submitted; name and official address of officer making report; statement of daily activities of official in office or field, and mileage covered; number of county, family, and other visits made; number of official calls received; number of families investigated; number of farm and home plans prepared, and loan agreements made; also records of meetings held, giving date, place, purpose, and attendance. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. 1st floor. (5)

1059. CLIENTS' FOLDERS, Jan. 1936 to date. Correspondence with client and individuals concerning client, application of client, home management plan, farm management plan, loan agreement, transmittal of request for funds, record of action taken, loan voucher, chattel deed of trust, crop lien agreement, confidential report, and referral of case.

Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., drawer of steel filing case. 1st floor. (4)

PULASKI

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Pulaski County Court House

This office was established at Pulaski, Pulaski County, on December 1, 1935, as headquarters for Giles, Pulaski, and part of Wythe counties. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on April 5, 1937.

1060. CLIENTS' FOLDERS, OBSOLETE, 1934 - 1935. Show name and address of client, and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; 113, Rehabilitation Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 1 ft. 6 in., in drawer of metal filing case. 2d floor. (8)

1061. CLIENTS' FINANCE STATUS CARDS, 1935 to date. Name and address, dates and amounts of advances, distribution of loan, dates and amounts of repayments, record of repossessed capital goods, and balance due from client. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 6 in., in pasteboard card cabinet. 2d floor. (1)

1062. CLIENTS' FOLDERS, 1935 to date. Show name and address of client, and contain RA-RR forms: 12 (rev.), Application for Rehabilitation; 12a (rev.), Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; 19, Supvr's. Farm Visit Report; RA-LE forms: 30.44, Chattel Deed of Trust; 31.44a, Chattel Deed of Trust Note A; 51, Crop Lien Agreement; also correspondence with client and with individual concerning client. Filed alphabetically. (Frequently, official.) 8½ x 11 folders, 2 ft., in drawer of steel filing case. 2d floor. (7)

1063. CORRESPONDENCE, Dec. 1, 1935 to date. With regional, state, and district officers, and county agents, pertaining to technical and routine problems in rural rehabilitation. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 3 in., in drawer of steel filing case. 2d floor. (2)

1064. FINANCE, Dec. 1, 1935 to date. Record of checks delivered,

schedules of disbursements and of collections, office supply requisitions, travel expense vouchers, and other data pertaining to financial administration of office. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 6 in., in drawer of steel filing case. 2d floor. (6)

1065. WEEKLY AND MONTHLY REPORTS, Dec. 1, 1935 to date. To dist. supvr., showing date submitted; name and official address of supvr.; number of days on duty in field or office; number of farm, home, and other visits made; number of official calls received; number of families investigated; number of emergency, supplemental, resettlement, subsequent, and standard loan requests submitted; number of emergency grants issued; and record of meetings held, giving date, place, purpose, and attendance. Weekly reports, recapitulated in monthly reports, discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 2 in., in drawer of steel filing case. 2d floor. (3)

1066. INSTRUCTIONS, Dec. 1935 to date. From regional, state, and district officials, governing rural rehabilitation policies and problems. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 2 in., in drawer of steel filing case. 2d floor. (5)

1067. MISCELLANEOUS PAPERS, Dec. 1935 to date. Community Center applications, list of 1935 clients, with amount of loans, repayments, and balances; correspondence from dist. and county rural rehabilitation supvrs., Emergency Feed and Crop Loan Asso., NYA, and WPA officials; publicity releases; and Extension Service bulletins. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 4 in., in drawer of steel filing case. 2d floor. (4)

RICHMOND

RURAL REHABILITATION DIVISION
STATE HEADQUARTERS
American Bldg., 10th and Main Sts.

This office, the earliest rural rehabilitation office in Virginia, was established on May 4, 1934. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on April 30, 1937.

1068. GENERAL CORRESPONDENCE, Oct. 1933 to date. With Federal Land Bank, farmers' creditors, rural rehabilitation supervisors, members of Farm Debt Adjustment Committee, and individuals dealing with farm debt adjustments relative to reducing amount of loan, and further indulgence regarding payment. Filed alphabetically by name of county. (Daily, official.) 10 x 12 folders, 9 ft. 7 in., in 8 steel drawers of filing cases. R. 509. (419)

1069. CORRESPONDENCE, AUDITOR'S OFFICE, June 1, 1934 to date. With

individuals regarding remittances made by this office through area and county rural rehabilitation supervisors, clients' loans, instructions concerning loans, and payment of accounts. Filed alphabetically by name of county under district no. (Daily, official.) 9 x 11¾ folders, 13 ft. 10 in., in 8 steel drawers of filing case. R. 520. (422)

1070. PERSONNEL, APPLICATIONS, June 1, 1934 to date. Applications and correspondence relative to persons seeking employment. Filed alphabetically by name of applicant. (Daily, official.) 9 x 11¾ folders, 3 ft. 6 in., in 2 steel drawers of filing case. R. 502. (424)

1071. PERSONAL DATA, EMPLOYEES, June 1, 1934 to date. Applications and correspondence with home management supervisors, rural rehabilitation supervisors, district personnel, farm debt adjustment personnel, regional representatives, state office personnel, and stenographers in county offices. Filed alphabetically by name of applicant. (Daily, official.) 9 x 11¾ folders, 2 ft. 6 in., in 2 steel drawers of filing case. R. 502. (426)

1072. SUPPLEMENTAL ACCOUNT LEDGERS, July 1, 1934 - Jan. 31, 1936. Name and address of client, dates, items, folio columns, debit and credit entries. Ledgers are obsolete; where used to record supplemental receipts for items charged against encumbered balances. Entered alphabetically. (Daily, official.) 9 x 12 loose-leaf books (8), 2 ft. 1 in., on top of filing case. R. 517. (450)

1073. RECORD BOOKS, July 1, 1934 to date. Cash book, client's loan accounts, general ledger, journal, ledger of land owners for pasturage of cattle from drought area, ledger of detailed accounts payable, and ledger of accounts receivable for employees' salaries and travel advances. Entered alphabetically. (Daily, official.) Variously sized loose-leaf books (16), 3 ft. 9 in., on 2 closed steel shelves. R. 519. (442)

1074. PAID VOUCHERS, July 23, 1934 to date. Department charged, date and no. of voucher, name and address of vendor, and itemized account of office and business expenses. Filed numerically. (Daily, official.) 9 x 11¾ folders, 7 ft. 4 in., in 4 steel drawers of filing cases. R. 520. (437)

1075. CLIENTS' INDEX FILE, Jan. 1 - Dec. 31, 1935. Name and address of client, case number, race, number in family, approved budget, kind of tenure, size and type of farm, assets, liabilities, and special crop and market possibilities. Filed alphabetically. (Daily, official.) 5 x 8 cards, 5 ft., in 5 metal card cabinets. R. 517. (441)

1076. CASE REGISTER, Jan. 1, 1935 - Dec. 31, 1936. Name of client, code number, type of case, dates returned, approved, and closed. Entered alphabetically. (Daily, official.) 11¾ x 14½ loose-leaf books (2), 4 in., on desk. R. 518. (444)

1077. CLIENTS' LOAN CASES, Jan. 1, 1935 to date. Supervisor's farm visit report; transmittal of requests for funds; annual farm business

statement and farm plan; table on crop production and sales, livestock sales, summary, and a financial statement; annual home business state- and home management plan showing name and address of client, number and description of members in family, estimated cost of food, clothing, operating supplies, household furnishings, health and medical care; and confidential report by rural rehabilitation worker. Filed alphabetically by name of client under name of county. (Daily, official.) 9 x 11¾ folders, 128 ft. 3 in., in 79 steel drawers of filing cases. R. 517. (443)

1078. DROPPED CASES, Jan. 1, 1935 to date. Family rehabilitation plan and budget, agriculture field worker's report, field worker's work sheet, farm plan, creditor's extension agreement, rehabilitation agreement, and correspondence from field representative; cases dropped either because clients were unsatisfactory, or had made other arrangements. Filed alphabetically by name of client under name of county. (Daily, official.) 10⅓ x 15 folders, 1 ft. 4 in., in steel drawer of filing case. R. 517. (447)

1079. LEASES, Jan. 1, 1935 to date. Deeds of lease or rental agreements between clients and Rural Rehabilitation Corporation. Names of parties, statement of consideration, description of property, covenant and agreement of parties, signatures, notaries' oaths, and court clerk's certificate of recordation. Filed alphabetically by name of client under name of county. (Daily, official.) 10 x 14⅓ folders, 2 ft. 9 in., in 2 steel drawers of filing case. R. 517. (432)

1080. REHABILITATION PERSONNEL, Jan. 1, 1935 to date. Name and address, telephone number, date of employment, capacity, salary, education, experience, and date resigned or discharged. Filed alphabetically. (Monthly, official.) 5 x 8 cards, 6 in., in steel card cabinet. R. 502. (425)

1081. GENERAL CORRESPONDENCE, Jan. 8 - Dec. 30, 1935. With department of Agriculture, Washington, D. C., field workers, and individuals regarding rural rehabilitation work; also interoffice correspondence. Filed alphabetically. (Seldom, official.) 9 x 11¾ folders, 1 ft. 6 in., in steel drawer of filing case. R. 517. (417)

1082. AREA SUPERVISORS, Mar. 8 - July 31, 1935. Correspondence of counsel of Rural Rehabilitation Corporation with Virginia Emergency Relief Administration area supervisors, pertaining to loans and clients. Filed alphabetically. (Seldom, official.) 10 x 11¾ loose sheets, 6 in., in 2 cardboard box files. R. 517. (430)

1083. CLOSED CASES, Mar. 27, 1935 to date. Family rehabilitation plan and budget, agricultural field worker's report, field worker's work sheet, farm plan, creditor's extension agreement, rehabilitation agreement, and correspondence from field representative regarding case; cases closed by payment of loan. Filed alphabetically by name of client. (Daily, official.) 10 x 15 folders, 4 ft. 3 in., in 3 steel drawers of filing case. R. 517. (452)

1084. STATEMENTS FOR PAYMENTS, Apr. 1 - Nov. 29, 1935. Notices from

counsel of Rural Rehabilitation Corporation notifying auditor to pay circuit court clerk's fees for recording papers relative to loans, giving name and address of clerk, and amount to be paid. Filed alphabetically. (Seldom, official.) 10 x 11¾ loose sheets, 4 in., in 2 cardboard box files. R. 517. (445)

1085. CLERK'S FILE, Apr. 1 - Dec. 4, 1935. Correspondence of counsel of Rural Rehabilitation Corporation with circuit court clerks, relative to recording papers pertaining to rural rehabilitation loans. Filed alphabetically. (Seldom, official.) 10 x 11¾ loose sheets, 2 ft., in 9 cardboard box files. R. 517. (427)

1086. RELEASED CASES, May 1, 1935 to date. Family rehabilitation plan and budget, agricultural field worker's report, home survey, correspondence regarding case, and final report and recommendation. Filed alphabetically. (Daily, official.) 10 x 15 folders, 5 in., in steel drawer of filing case. R. 517. (435)

1087. CORPORATION CASES, May 4 - Dec. 31, 1935. Rehabilitation budget, agricultural field worker's report, farm plan, home survey, agreement between client and corporation, purchase orders, and correspondence relative to closing of case. Filed alphabetically by name of client under name of county. (Daily, official.) 10 x 15 folders, 8 ft. 7 in., in 6 steel drawers of filing cases. R. 517. (448)

1088. PURCHASE ORDERS, June - Sept. 1935. Name and address of vendor, department charged, quantity, description, amount paid, and signature of procurement officer. Purchase orders are drawn on Virginia Emergency Relief Administration by Rural Rehabilitation Division to pay county court clerks in Virginia for recording papers relative to Rural Rehabilitation loans. Filed alphabetically. (Seldom, official.) 10 x 11¾ loose sheets, 1 in., in cardboard box file. R.517. (449)

1089. ASSOCIATE DIRECTOR'S CORRESPONDENCE, June 1, 1935 to date. With members of administrative staff, home demonstration agents, associate state directors, district home manager, and individuals relative to administrative matters and questions regarding clients' loans; also weekly reports from district managers. Filed by subject under name of correspondent. (Daily, official.) 9⅓ x 12 folders, 2 ft. 6 in., in 2 steel drawers of filing case. R. 501. (420)

1090. GENERAL CORRESPONDENCE, June 1, 1935 to date. With regional office in Raleigh, N. C., Resettlement Administration in Washington, and individuals relative to administrative matters and questions regarding clients' cases and loans. Filed alphabetically. (Daily, official.) 9 x 11¾ folders, 5 ft., in 3 steel drawers of filing case. R. 501. (416)

1091. GENERAL CORRESPONDENCE, July 20, 1935 to date. Correspondence of this office with regional headquarters, Raleigh, N. C., national headquarters, Washington, D. C., and district supervisors in Virginia, dealing with administrative matters and questions re-

garding loans. Filed by subject under name of correspondent. (Daily, official.) 9 x 11¾ folders, 3 ft. 8 in., in 3 steel drawers of filing case. R. 502. (418)

1092. SUPERVISORS AND FARM FOREMEN, Aug. 1 - Dec. 11, 1935. Correspondence of counsel of Rural Rehabilitation Corporation and area supervisors with farm foremen, relative to preparing necessary papers for making rehabilitation loans. Filed alphabetically. (Seldom, official.) 10 x 11¾ loose sheets, 3 in., in cardboard box file. R. 517. (431)

1093. VOUCHERS ON WHICH ADVANCES HAVE BEEN MADE, Aug. 1935 - July 1, 1936. Form 1012a. Name of establishment, symbol number of appropriation, name and address of payee, and description of items. Vouchers are carbon copies. Originals have been sent to Treas. Dept., Washington, D. C., for payment. Filed alphabetically. (Daily, official.) 9 x 11¾ folders, 4 ft. 1 in., in 4 steel drawers of filing case. R. 502. (438)

1094. CORRESPONDENCE, DISTRICT AND RURAL REHABILITATION SUPERVISORS, Aug. 1935 to date. With district and county rural rehabilitation supervisors and home managers, and county extension agents in Virginia, relative to activities of this office regarding clients' loans. Filed by subject under name of client. (Daily, official.) 9½ x 11¾ folders, 3 ft. 10 in., in 2 steel drawers of filing case. R. 502. (423)

1095. WEEKLY REPORTS, Sept. 7, 1935 - Dec. 26, 1936. To dist. supvr. showing county, name and address of supervisor, date, official duty, meetings held or attended, clients' reports, and number of miles traveled. Filed chronologically. (Weekly, official.) 9 x 11¾ folders, 7 in., in steel drawer of filing case. R. 502. (440)

1096. REQUESTS FOR LEAVE OF ABSENCE, Nov. 1, 1935 to date. Name of station, date, signature of applicant, number of days, type of leave, inclusive dates, name of officer approving leave, and time of return to duty. On reverse side of application is a form to be filled out when requesting sick leave. Filed alphabetically. (Daily, official.) 5 x 8 loose sheets, 2 ft. 4 in., in 2 steel card cabinets. R. 502. (429)

1097. TRAVEL ORDERS, Dec. 5, 1935 to date. Date, name, address, title, official station of person to whom issued, description of travel, and rates; used by members of personnel for travel on official business. Filed chronologically. (Daily, official.) 9 x 11¾ folders, 1 ft. 3 in., in steel drawer of filing case. R. 502. (428)

1098. CLIENTS' ADVANCE REGISTER SHEETS, Jan. 1, 1936 to date. County, state, client, regional office loan number, debits and credits of principal and interest, new balance of principal and interest, and total principal and interest. Filed alphabetically by name of county. (Daily, official.) 9½ x 15 folders, 1 ft. 6 in., in steel drawer of filing case. R. 517. (434)

1099. CASES UNDER SUPERVISION ONLY, Jan. 13, 1936 to date. Transmittal of request for funds, annual farm business statement and farm

plan, annual home business statement and home management plan, confidential report, and referral of case. Clients received aid in 1935, none in 1936, but are under supervision of the Rural Rehabilitation Division. Filed alphabetically by name of client under name of county. (Daily, official.) 9½ x 11¾ folders, 1 ft. 4 in., in steel drawer of filing case. R. 517. (436)

1100. RESETTLEMENT CASES, FURTHER CONSIDERED, REJECTED, REFERRALS, Feb. 1, 1936 to date. Cases to be given further consideration, cases rejected because financial status of applicant did not warrant loan, and cases referred to other agencies. Filed alphabetically by name of county. (Daily, official.) 10 x 11½ folders, 10 in., in steel drawer of filing case. R. 517. (451)

1101. CLIENTS' FILE, RETURNED, REJECTED, Feb. 24, 1936 to date. Case papers which have been returned for correction, cases discontinued, cases rehabilitated, and cases rejected; also correspondence with field agents concerning cases under consideration. Filed by subject under name of client and county. (Daily, official.) 9½ x 11¾ folders, 2 ft. 2 in., in 2 steel drawers of filing case. R. 517. (439)

1102. CORRESPONDENCE, Oct. 1, 1936 to date. With county and district rural rehabilitation supervisors, and regional offices, relative to loans and cases. Filed alphabetically by subject under name of correspondent. (Daily, official.) 9½ x 11¾ folders, 5 in., in steel drawer of filing case. R. 518. (421)

1103. SALARY REMITTANCE LETTERS, Oct. 1, 1936 to date. Mimeographed forms, duplicates of which enclosed with salary checks to personnel. Filed chronologically. (Semimonthly, official.) 9 x 11¾ folders, 6 in., in steel drawer of filing case. R. 502. (433)

1104. FUTURE PAYMENT VOUCHERS, Feb. 1, 1937 to date. Location, description of appropriation, name and address of person receiving appropriation, statement of account, and signatures of auditor and representative of Rural Rehabilitation Administration. Vouchers drawn for future payments on loans. Filed chronologically. (Daily, official.) 9½ x 11¾ folders, 2 in., in steel drawer of filing case. R. 518. (446)

ROCKYMOUNT

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Old Peoples National Bank Bldg., Railroad Ave.

This office was established at Rockymount, Franklin County, in February 1935, as headquarters for Franklin and Henry counties. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed

on February 9, 1937.

1105. CLIENTS' FOLDERS, OBSOLETE, 1934 - 1935. Show name and address, and contain work sheets, farm and home plans, supplemental receipts, crop lien agreements, purchase orders, rehabilitation agreements, and progress reports, with related correspondence. Filed alphabetically. (Seldom, official.) 10 x 14 folders, 1 ft. 9 in., in drawer of steel filing case. 2d floor. (11)

1106. APPLICATIONS, 1935 to date. Name, address, and race of applicant, location of farm, number of years of residence in county, previous financial assistance received and through what agency, brief description of soil and other resources and available facilities; also age, sex, and educational qualifications of members of applicant's household. Filed alphabetically. (Frequently, official.) 10 x 14 folders, 2 in., in drawer of steel filing case. 2d floor. (1)

1107. CLIENTS' FOLDERS, 1935 to date. Show name and address and contain RA-RR forms: 12a, Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; RA-LE forms: 30.44, Chattel Deed of Trust; 51, Crop Lien Agreement; Form RA-FI 5, Loan Voucher; also correspondence with client and individuals concerning client. Filed alphabetically. (Frequently, official.) 10 x 14 folders, 1 ft. 6 in., in drawer of steel filing case. 2d floor. (7)

1108. FINANCE STATUS CARDS, 1935 to date. Name and address of client, dates and amounts of advances, date issued and delivered, voucher no., amount repaid, disbursement of 1936 loan for capital, operation, and home, repayments with date and amount for 1935 and 1936, balance due, repossessed capital goods, giving item, date, and amount. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 4 in., in cardboard card cabinet. 2d floor. (6)

1109. WORKS PROGRESS ADMINISTRATION, 1935 to date. Letters of WPA officials to county home management supvr., authorizing procurement of clothing from WPA storerooms for distribution to clients. Filed chronologically. (Frequently, official.) 10 x 14 folders, 1 in., in drawer of steel filing case. 2d floor. (4)

1110. WEEKLY REPORTS, Sept. 1935 to date. To dist. supvr. showing date; name and official address of officer making report; statement of daily activities of official in office or field; number of miles covered; number of county, family, and other visits made; number of official calls received; number of families investigated; number of farm and home plans prepared; and number of loan agreements submitted; also records of meetings held giving date, place, purpose, and attendance. Reports discontinued Jan. 31, 1937. Filed chronologically. (Frequently, official.) 10 x 14 folders, 1 in., in drawer of steel filing case. 2d floor. (5)

1111. MONTHLY REPORTS, Oct. 1935 to date. To dist. supvr., showing date submitted; name and official address of officer making report; num-

ber of county, family, and other visits made; number of official calls received; number of families investigated and plans submitted; number of emergency, supplemental, and standard loan requests submitted; and number of supervisory cases handled or investigated; also records of meetings held, giving date, place, purpose, and attendance. Filed chronologically. (Frequently, official.) 10 x 14 folders, 1 in., in drawer of steel filing case. 2d floor. (10)

1112. CORRESPONDENCE, Jan. 1936 to date. With regional, state, and district offices, individuals and organizations, pertaining to operation and conduct of this office. Filed chronologically. (Frequently, official.) 10 x 14 folders, 3 in., in drawer of steel filing case. 2d floor. (8)

1113. FINANCE, Jan. 1936 to date. Records of creditor's extension, checks received and delivered, and repayments received; inventory of mules, showing age, weight, and official number of each, and how employed; financial statements, travel vouchers, and other data pertaining to financial administration of this office. Filed chronologically. (Frequently, official.) 10 x 14 folders, 6 in., in drawer of steel filing case. 2d floor. (9)

1114. INSTRUCTIONS, Feb. 1936 to date. From regional director and associate directors, state director and associate directors, state finance mgr., and dist. rural rehabilitation and home management supvrs. Filed chronologically. (Frequently, official.) 10 x 14 folders, 1 in., in drawer of steel filing case. 2d floor. (3)

1115. MISCELLANEOUS PAPERS, Feb. 1936 to date. Correspondence with NYA officials and County Advisory Committee regarding meetings, and approval or rejection of proposed loans; crop lien documents, advertising records, copies of leases, lists of landlords, clippings of news items pertaining to Resettlement Administration, inventories of equipment and supplies, Productive Credit Asso. records, copies of receipts, records regarding legal matters, and copies of requisitions to Surplus Commodities Div. for food and clothing for clients, with related correspondence. Filed chronologically. (Frequently, official.) 10 x 14 folders, 3 in., in drawer of steel filing case. 2d floor. (2)

RUSTBURG

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Fountain Hotel

This office was established at Rustburg, Campbell County, in January 1935, as headquarters for Amherst, Bedford, and Campbell counties. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey of these archives

was completed on February 6, 1937.

1116. CLIENTS' FOLDERS, OBSOLETE, 1935 - 1936. Show name and address and contain farm and home plan, purchase orders, receipts for supplies, rehabilitation agreement, crop lien agreement, supvr's. report; also correspondence of client with rural rehabilitation supvr. and home management supvr. Records refer to clients who have made payments in full in Amherst, Bedford, and Campbell counties. Filed alphabetically. (Occasionally, official.) 10 x 15 folders, 4 ft., in 2 drawers of steel filing case. 1st floor, E. (3)

1117. CLIENTS' FINANCE STATUS CARDS, 1935 to date. Name and address, and statement of client's account with Resettlement Administration showing dates and amounts of advances with dates due, issued, and delivered; voucher numbers; amount returned; distribution of 1936 loan for capital, operating, and home; advances and repayments made in 1935; plan for 1936 repayments, dates and amounts of repayments made in 1936; also item, date, and amount of repossessed capital goods. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in pasteboard box. 1st floor, E. (1)

1118. GENERAL CORRESPONDENCE, 1935 to date. With regional, state, and district offices. Filed by title of official.) (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. 1st floor, E. (4)

1119. MISCELLANEOUS FILE, 1935 to date. Record of checks delivered to client showing name, amount, and date delivered; monthly consolidated report on acquired property; inventory report of office equipment; schedule of collections and of disbursements; copies of receipts to clients acknowledging repayments by clients; public vouchers for reimbursement of travel and other expenses, including per diem for rural rehabilitation and home management supvrs.; requisitions for forms and office supplies; and reports of County Advisory Committee regarding meetings and approval and rejection of proposed loans. Arranged alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. 1st floor, E. (5)

1120. CLIENTS' FOLDERS, 1936 to date. RA-RR forms: 12a (rev.), Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 19, Supvr's. Farm Visit Report; RA-LE forms: 30.44c, Chattel Deed of Trust; 51, Crop Lien Agreement; RA-FI Form 5, Loan Voucher; also correspondence with client and individuals concerning client. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. 1st floor, E. (2)

ST. STEPHENS CHURCH

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Marriott High School

This office was established about 1935 in St. Stephens Church, King and Queen County, as headquarters for Essex, King and Queen, King William, and Middlesex counties. Shortly after February 8, 1937, the date on which the survey of these archives was completed, the Marriott High School was burned. Until then no records were known to have been lost or destroyed; none had been sent to Washington for preservation.

1121. WEEKLY REPORTS, June 1934 to date. To dist. supvr. Date submitted; name and location of officer making report; daily statement of official duties in field and office; number of miles covered; number of county, family, and other visits made; number of official calls received; number of families investigated; number of farm and home plans prepared; and number of loan agreements submitted; also record of meetings, showing place, date, purpose, and attendance. Weekly reports discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 8 x 10 folders, 2 in., in drawer of steel filing case. 1st floor. (7)

1122. CLIENTS' FOLDERS, 1935 to date. Show name and address, and contain work sheets, farm and home plans, correspondence with client and individuals concerning client, supplemental receipt, crop lien agreement, purchase order, rehabilitation agreement, and progress report of VRRC cases for 1934 - 1935. Filed alphabetically. (Seldom, official.) 10 x 15 folders, 2 ft., in drawer of steel filing case. 1st floor. (4)

1123. CLIENTS' RECORD, June 1935 to date. County, name, address, and case number of client, disbursement for 1937 loan, unpaid balance of 1935 and 1936 loans, plan of payment, repayments made, livestock and poultry on hand and production goal for coming year, number of acres in fruit, vegetables, and other crops, health of family, activities of children, family objectives, plans made, and progress shown. Filed alphabetically. (Frequently, official.) 8 x 10 loose-leaf books, 1 in., in drawer of steel filing case. 1st floor. (2)

1124. CORRESPONDENCE, June 1935 to date. With regional, state, and district offices. Filed chronologically. (Frequently, official.) 8 x 10 folders, 9 in., in drawer of steel filing case. 1st floor. (3)

1125. FINANCE, June 1935 to date. Records of checks received, remittance letters, schedules of collections and of disbursements, checks delivered to clients, repayments, applications for leaves of absence, time sheets, expense vouchers, chattel deeds of trust, and

receipts. Filed chronologically. (Frequently, official.) 8 x 10 folders, 4 in., in drawer of steel filing case. 1st floor. (10)

1126. INSTRUCTIONS, June 1935 to date. From regional and state directors, associate directors, state finance director, dist. rural rehabilitation and home management supvrs., loan officer, and senior clerk. Filed chronologically. (Frequently, official.) 10 x 14 folders, 6 in., in drawer of steel filing case. 1st floor. (8)

1127. MISCELLANEOUS PAPERS, June 1935 to date. Applications and correspondence with applicants, copies of requisitions, complaint letters, correspondence with Surplus Commodities Div., correspondence with NYA officials, inventories, seed and crop loan records, personal data, poultry reports, histories of closed cases, seed lists, mileage vouchers, purchase orders, clients' balance sheets, deeds of lease, budgets, and county tally sheets. Filed chronologically. (Frequently, official.) 8 x 10 folders, 9 in., in drawer of steel filing case. 1st floor. (6)

1128. MONTHLY REPORTS, June 1935 to date. To dist. supvr. showing date submitted; name and official address of officer making report; number of county, family, and other visits made; official calls received; number of families investigated and plans submitted; number of emergency, supplemental, and new standard loan requests submitted; supervisory cases handled or investigated; also records of meetings held, showing date, place, purpose, and attendance. Supervisory case is of client who has received no financial assistance during present fiscal year, but is indebted to Resettlement Administration for prior loans. Filed chronologically. (Frequently, official.) 8 x 10 folders, 2 in., in drawer of steel filing case. 1st floor. (9)

1129. APPLICATIONS, PENDING, RERECOMMENDED, REJECTED, AND DIRECT, Jan. 1, 1936 to date. Name, address, race, and age of client, number of years of residence in county, location of farm, brief description of soil and other resources and facilities available, previous financial assistance received and name of agency giving assistance; also age, sex, and educational qualifications of members of household. Filed alphabetically. (Frequently, official.) 8 x 10 folders, 2 in., in drawer of steel filing case. 1st floor. (1)

1130. CLIENTS' FOLDERS, Jan. 1936 to date. Show name and address, and contain application, home management plan, farm management plan, loan agreement, transmittal of request for funds, and record of action taken, loan voucher, chattel deed of trust, crop lien agreement, confidential report, and referral of case; also correspondence with client and individuals concerning client. Filed alphabetically. (Frequently, official. 8 x 10 folders, 2 ft. 2 in., in drawer of steel filing case. 1st floor. (5)

SALEM

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
McClung Bldg., Main St.

This office was established in February 1935 in Roanoke, Roanoke County, as headquarters for Craig and Roanoke counties, and parts of Giles and Montgomery counties. In September 1935 it was transferred to Salem. In 1937 no records of this office were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on April 22, 1937.

1131. CORPORATION CASES FOR ROANOKE, CRAIG, GILES, AND MONTGOMERY COUNTIES, 1935 to date. Correspondence of supvr. in this office with state office and individuals relative to cases at hand. Forms attached to correspondence give information necessary for Resettlement Administration to make or refuse loans. Form 110, Purchase Order, issued to client; Form 104, Rehabilitation Budget, records family needs of client; Form 102, Field Worker's Report, records number in family, condition of yard, dwelling, rooms, heating and lighting facilities, sanitation, home resources, and impressions and needs of family recommended for rehabilitation. Funds for cases obtained from revolving fund provided through repayment by clients of loans originally made under RR Div. of VERA. Filed alphabetically, and segregated according to counties. (Seldom, official.) 11 x 15 folders, 5 ft., in 3 drawers of steel filing case. 1st floor. (1)

1132. GENERAL CORRESPONDENCE, Sept. 1935 to date. With dist. and state offices and others; also weekly statistical reports to dist. office, surplus commodity orders for clients, expense vouchers, monthly statistical reports, requisitions, and bills of lading. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 3 ft. 6 in., in 3 drawers of steel filing case. 1st floor. (2)

SOUTH HILL

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Dortch Bldg.

This office was established at South Hill, Mecklenburg County, in June 1935, as headquarters for Brunswick and Mecklenburg counties. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed

on January 13, 1937.

1133. CLIENTS' FOLDERS, OBSOLETE, July 1934 - June 1935. Show name and address, and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 113, Rehabilitation Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 2 ft., in drawer of wooden filing case. 1st floor. (6)

1134. CORRESPONDENCE AND REPORTS, DISTRICT FILES, July 1934 - June 1935. Seed accounts, auditing reports, procurements, subsistence records, gardening reports, purchase orders, receipts, reports of county committee meetings, records of rejected cases, correspondence with field workers, supvrs., and state officials, copies of pay rolls, records of credit purchases, requisitions, reports from field workers, and copies of reports sent to Richmond, Va. Present county supvrs. were originally dist. supvrs. located at Blackstone; they brought their files when transferred to South Hill, which accounts for presence of dist. files in county office. (Never.) 10 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. 1st floor. (9)

1135. CLIENTS' FINANCE STATUS CARDS, June 1935 to date. Name and address, date and amount of advances, date issued and delivered, distribution of loans, and balance due from client. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 in., in drawer of cardboard card cabinet. 1st floor. (3)

1136. CLIENTS' FOLDERS, June 1935 to date. Show name and address, and contain RA-RR forms: 12, Application for Rehabilitation; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; RA-LE forms: 51, Crop Lien Agreement; 125 (rev.), Creditors' Extension Agreement; 31.44b, Chattel Deed of Trust Note A, and Rental Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft. 9 in., in drawer of steel filing case. 1st floor. (5)

1137. CORRESPONDENCE, June 1935 to date. Correspondence with farm agents, complimentary letters from clients, inventories of equipment and supplies, adjustments and correspondence with farm debt adjustment mgr., lists of farms for rent, inventories of livestock, form and circular letters, and other misc. documents. Filed chronologically. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. 1st floor. (10)

1138. CORRESPONDENCE (DISTRICT), June 1935 to date. With district rural rehabilitation and home management supvrs. relative to rural rehabilitation problems. Filed chronologically. (Frequently, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. 1st floor. (2)

1139. CORRESPONDENCE (STATE), June 1935 to date. With regional

state, and county officers, and statisticians relative to rural rehabilitation problems and methods of procedure. Filed chronologically. (Frequently, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. 1st floor. (1)

1140. FINANCE, June 1935 to date. Time sheets, expense vouchers, remittance letters, requisitions, and other data pertaining to financial administration of this office. Filed chronologically. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. 1st floor. (4)

1141. INSTRUCTIONS, June 1935 to date. From regional and state directors, loan officer, finance mgr., and dist. home management supvr., outlining correct procedure in the application of rural rehabilitation problems. Filed chronologically. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. 1st floor. (7)

1142. REPORTS, June 1935 to date. Progress reports and reports on preservation of food in homes; submitted to dist. supvr. Filed chronologically. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. 1st floor. (8)

STAUNTON

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Echols Bldg., Court House Square

This office was established in February 1935 in Staunton, Augusta County, as headquarters for Augusta, Highland, and Rockingham counties. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on March 15, 1937.

1143. CLIENTS' FOLDERS, OBSOLETE, 1935 - 1936. Show name and address, and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; 113, Rehabilitation Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 3 ft. 6 in., in drawer of pasteboard transfer case. R. 22. (5)

1144. CLIENTS' FINANCE STATUS CARDS, Feb. 1935 to date. Name and address, date and amount of advances, voucher no., distribution of loan, dates and amounts of repayments, and record of repossessed goods, with balance due from client. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 4 in., in drawer of steel filing case. R. 22. (4)

1145. CORRESPONDENCE, Feb. 1935 to date. With regional, state, and district officers, and agricultural and home demonstration agents. Filed alphabetically. (Frequently, official.) 8 x 11 folders, 9 in., in drawer of steel filing case. R. 22. (6)

1146. FINANCE, Feb. 1935 to date. Schedules of collections and of disbursements, travel expense vouchers, time sheets, and copies of requisitions for office supplies. Filed chronologically. (Frequently, official.) 8 x 11 folders, 6 in., in drawer of steel filing case. R. 22. (3)

1147. INSTRUCTIONS, Feb. 1935 to date. From regional director, state director, loan officer, finance mgr., and dist. rural rehabilitation and home management supvrs. Filed chronologically. (Frequently, official.) 8 x 11 folders, 2 in., in drawer of steel filing case. R. 22. (2)

1148. MISCELLANEOUS PAPERS, Feb. 1935 to date. Food production report, list of official calls received, record of farm debt adjustment meetings, copies of news articles prepared for publication, inventories of equipment and supplies, and msc. data with related correspondence. Filed chronologically. (Frequently, official.) 8 x 11 folders, 6 in., in drawer of steel filing case. R. 22. (8)

1149. WEEKLY AND MONTHLY REPORTS, Feb. 1935 to date. To dist. supvr., showing date submitted; name and official address of officer making report; number of farm, home, and other visits made; number of official calls received; number of families investigated; number of emergency, supplemental, resettlement, subsequent, and standard loan requests submitted; number of emergency grants issued; number of supervisory cases handled; also record of meetings held giving date, place, purpose, and attendance. Weekly reports, recapitulated in monthly reports, discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 8 x 11 folders, 3 in., in drawer of steel filing case. R. 22. (7)

1150. CLIENTS' FOLDERS, 1936 to date. Show name and address and contain RA-RR forms: 12 (rev.), Application for Rehabilitation; 12a (rev.), Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan (supplement to RA-RR 14); 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; 19, Supervisor's Farm Visit Report; RA-LE forms: 30.44c, Chattel Deed of Trust; 31.44a, Chattel Deed of Trust Note A; and 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. Cases become obsolete when 1937 - 1938 cases have been surveyed and approved. Filed alphabetically. (Frequently, official.) 8 x 11 folders, 3 ft. 4 in., in drawer of steel filing case. R. 22. (1)

STUART

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Post Office Building

This office was established in Stuart, Patrick County, in March 1935, as headquarters for Patrick County. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on February 10, 1937.

1151. CLIENTS' FOLDERS, OBSOLETE, 1934 - 1935. Work sheets, purchase orders and supplementary receipts, progress reports, crop lien agreements, farm management plans, home management plans, and correspondence with client and individuals concerning client. (Seldom, official.) 10 x 14 folders, 2 ft. 4 in., in wooden box. 2d floor. (11)

1152. APPLICATIONS, 1935 to date. Name, address, age, sex, and race of applicant, location of farm, number of years of residence in county, previous financial assistance rendered and through what agency, brief description of soil and other resources and facilities available; also educational qualifications of each member of household. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. 2d floor. (8)

1153. FINANCE STATUS CARDS, 1935 to date. Name and address of client, amount of advances, date issued and delivered to client, voucher no., amount of returns, disbursement of loan for 1936 for capital, operating, and home expenses; and repayment of 1935 - 1936 loans, giving dates and amounts of repayments and balances due; also record of repossessed capital goods, giving item, date, amd amount, with total. Filed alphabetically. (Frequently, official.) 5 x 8 loose cards, 3 in., in drawer of card cabinet. 2d floor. (9)

1154. MISCELLANEOUS PAPERS, 1935 to date. Records of committee meetings, guides for preparation of plans, news items, list of applicants for seed loans, soil conservation data, and correspondence with WPA officials, surplus commodities director, farm debt adjustment mgr., CCC and NYA officials. Filed chronologically. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. 2d floor. (1)

1155. MONTHLY REPORTS, Sept. 1935 to date. Submitted to dist. supvr. showing date submitted; name and location of officer making report; number of farm, home, and other visits made; number of official calls received; number of families investigated; number of plans submitted; number of emergency, supplementary, and new standard loan requests submitted; number of supervisory cases handled; and records of meetings held, giving date, place, and purpose of meetings with attendance. Supervisory cases are those of clients who have received no financial assistance during the present fiscal year, but are indebted to Resettlement Administration

for prior loans. Filed chronologically. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. 2d floor. (5)

1156. WEEKLY REPORTS, Sept. 1935 to date. Submitted to dist. supvr. showing date submitted; name and address of officer making report; daily statement of official duties in office or field; number of miles covered; number of county, family, and other visits made; number of official calls received; number of families investigated; number of farm and home plans prepared; number of loan agreements submitted; and records of meetings held, giving date, place, purpose, and attendance. Weekly reports discontinued Jan. 1937. Filed chronologically. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. 2d floor. (7)

1157. CORRESPONDENCE, Nov. 1935 to date. With regional, state, and district officers, county agent, and Extension Div. officials relative to problems in rural rehabilitation. Filed chronologically. (Frequently, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. 2d floor. (10)

1158. INSTRUCTIONS, Nov. 1935 to date. From regional director and associate directors, state director and associate directors, regional and state finance mgrs., loan officer, and senior clerk. Filed chronologically. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. 2d floor. (6)

1159. FINANCE, Dec. 1935 to date. Expense vouchers, registers, time sheets, money orders, receipts, schedules of collections, schedules of disbursements, and requisitions. Filed chronologically. (Frequently, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. 2d floor. (3)

1160. CLIENTS' FOLDERS, 1936 to date. RA-RR forms: 12 (rev.), Application for Rehabilitation; 12a, Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; RA-LE forms: 30.44c, Chattel Deed of Trust; 51, Crop Lien Agreement; and RA-FI Form 5, Loan Voucher; also correspondence with client and individuals concerning client. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft. 10 in., in drawer of steel filing case. 2d floor. (4)

SUFFOLK

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Nansemond County Court House

This office was established in 1935 in Suffolk, Nansemond County, as

headquarters for Isle of Wight, Nansemond, and Surry counties. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on February 26, 1937.

1161. CLIENTS' FOLDERS, OBSOLETE, 1934 - 1935. VRRC forms: 101, Agricultural Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; and Contract Form 5, Crop Lien Agrement; also correspondence with client and individuals concerning client. Filed alphabetically. (Frequently, official.) 12 x 15 folders, 1 ft. 6 in., in pasteboard box. 2d floor. (8)

1162. CLIENTS' FOLDERS, 1935 - 1936. RA-RR forms: 12 (rev.), Application for Rehabilitation; 12a (rev.), Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; 17c, Return of Document; and 19, Supervisor's Report; RA-FI Form, Loan Voucher; RA-LE forms: 30.44c, Chattel Deed of Trust, and 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. 2d floor. (6)

1163. FINANCE, 1935 to date. Expense vouchers, note agreements, time sheets, receipts, schedules of collections and of disbursements, requisitions, and data pertaining to financial operation of office. Filed chronologically. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. 2d floor. (3)

1164. MISCELLANEOUS CORRESPONDENCE, 1935 to date. Applications for leaves of absence, bonds required of Resettlement workers serving as commodity buyers, letters to CCC camps regarding available workers for Resettlement Administration, correspondence concerning Community Work Center activities, cooperative and community service and farm advisory committee correspondence with NYA officials concerning applications of workers, correspondence relative to peanuts harvested and stored and fish sales made by debtors to Resettlement Administration, price lists, description of legal reports recorded, legal papers, and inventories of repossessed capital goods. Filed chronologically. (Frequently, official.) 9 x 12 folders, 9 in., in drawer of steel filing case. 2d floor. (9)

1165. MONTHLY REPORTS, 1935 to date. To dist supvr., concerning activities of personnel of this office, showing date submitted; name and official address of officer making report; statement of daily activities of officials in office or field; number miles covered; number of farm, home, and other visits made; number of official calls received; number of families investigated; number of emergency, supplemental, resettlement, and subsequent loan requests submitted; number of supervisory cases handled or investigated; number of emergency grants issued; and records of meetings held, giving date, place, purpose,and attendance. Filed chronologically. (Frequently, official.) 9 x 12

folders, 1 in., in drawer of steel filing case. 2d floor. (7)

1166. WEEKLY REPORTS, 1935 to date. To dist. supvr., showing date submitted; name and official address of officer making report; statement of daily activities of officer in office or field; number miles covered; number of county, family, and other visits made; number of official calls received; number of families investigated; number of farm and home plans prepared; number of loan agreements made; and records of meetings held, giving date, place, purpose, and attendance. Filed chronologically. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. 2d floor. (1)

1167. CLIENTS' LEDGER, 1935 to date. Name, address, official number, date and amount of loan granted, dates and amounts of repayments, and balance due. Filed alphabetically. (Frequently, official.) 8 x 12 vol., 2 in., in drawer of steel filing case. 2d floor. (4)

1168. CORRESPONDENCE, Sept. 1935 to date. With regional, state, and district rural rehabilitation and home management supvrs. Filed chronologically. (Frequently, official.) 9 x 12 folders, 4 in., in drawer of steel filing case. 2d floor. (2)

1169. INSTRUCTIONS, Jan. 1936 to date. From regional director, state director, loan officer, senior clerk, finance mgr., dist. rural rehabilitation and home management supvrs., regarding correct procedure in rural rehabilitation. Filed chronologically. (Frequently, official.) 9 x 12 folders, 3 in., in drawer of steel filing case. 2d floor. (5)

TOANO

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
County Agent's Office, U. S. Route 60

This office was established at Toano, James City County, in September 1935, as headquarters for Elizabeth City, Gloucester, James City, Mathews, Warwick, and York counties. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on February 18, 1937.

1170. CLIENTS' LEDGER, 1934 to date. Name and address, county, date and amount of loans, and date and amount of repayments. Filed alphabetically. (Frequently, official.) 6 x 12 vols., 1 in., in drawer of steel filing case. 1st floor. (2)

1171. CLIENTS' FOLDERS, OBSOLETE, May - Dec. 1935. Work sheets, farm and home plans, purchase orders, supplementary receipts, crop lien agreements, rehabilitation agreements, and progress reports; also correspondence of supvrs. with client and individuals concerning client.

Filed alphabetically. (Seldom, official.) 10 x 14 folders, 3 ft. 9 in., in drawer of steel filing case. 1st floor. (4)

1172. CLIENT'S RECORD, May 1935 to date. Name, address, and official number of client, name of county, disbursement of 1937 loan, unpaid balance for 1935 and 1936 loans, plans of repayment, repayments made; livestock and poultry on hand and number as goal; number of acres in fruit, vegetables, and crops; health and activity of family, family objectives, plans made, and progress. Filed alphabetically. (Frequently, official.) 8 x 10 loose-leaf books, 1 in., in drawer of steel filing case. 1st floor. (8)

1173. CORRESPONDENCE, May 1935 to date. With regional director and associate directors, and regional finance control mgr., state director and associate directors, loan officer, senior clerk, finance mgr., and dist. rural rehabilitation and home management supvrs. Filed chronologically. (Frequently, official.) 9 x 12 folders, 9 in., in drawer of steel filing case. 1st floor. (6)

1174. INSTRUCTIONS, May 1935 to date. From regional and state directors and associate directors, dist. supvrs., loan officer, senior clerk, and statisticians, regarding correct procedure in rural rehabilitation. Filed chronologically. (Frequently, official.) 8 x 10 folders, 2 in., on steel shelf. 1st floor. (5)

1175. APPLICATIONS, PENDING, RECOMMENDED, RERECOMMENDED, AND REJECTED, Sept. 1935 to date. Name, address, race, age, and sex of applicant, previous financial assistance, number of years in county, location of farm, brief description of soil and other resources and facilities available; also age, sex, and qualifications of each member of household. Filed alphabetically. (Frequently, official.) 8 x 10 folders, 2 in., on steel shelf. 1st floor. (7)

1176. WEEKLY REPORTS, Nov. 1935 to date. To dist. supvr., showing date submitted; name and official address of officer making report; statement of daily activities of official in office or field, and number of miles covered; number of county, family, and other visits made; number of official calls received; number of families investigated; number of farm and home plans prepared and loan agreements submitted; also records of meetings held, giving date, place, purpose, and attendance. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. 1st floor. (11)

1177. FINANCE, Dec. 1935 to date. Schedules of disbursements and of collections, acquired property, time reports, client's ledger, remittances, inventories, requisitions for supplies, and travel vouchers. Filed chronologically. (Frequently, official.) 9 x 12 folders, 4 in., in drawer of steel filing case. 1st floor. (3)

1178. CLIENTS' FOLDERS, Jan. 1936 to date. Applications, home and farm management plans, loan agreements, transmittals of requests for funds, records of action taken on requests, loan vouchers, confidential reports, chattel deeds of trust, and referrals of cases; also correspondence of supvrs. with clients and individuals concerning

clients. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft. 2 in., in drawer of steel filing case. 1st floor. (1)

1179. MONTHLY REPORTS, June 1936 to date. To dist. supvr. Date submitted; name and official address of officer making report; number of county, family, and other visits made; official calls received; number of families investigated and plans submitted; number of emergency, supplemental, and new standard loan requests submitted; number of supervisory cases handled or investigated; and records of meetings held, showing date, place, purpose, and attendance. Supervisory cases are those of clients who have received no finaicial assistance during present fiscal year, but are indebted to Resettlement Administration for prior loans. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. 1st floor. (10)

1180. MISCELLANEOUS PAPERS, July 1936 to date. Applications and letters of appreciation from clients and copies of letters to clients, receipts for legal papers, correspondence relative to bills sent, data relative to SCS, records of advisory committee meetings showing approval and rejection of proposed loans, feed price quotations, description of case classifications, copies of requisitions to Surplus Commodities Div. for food and clothing for Resettlement Administration clients,with relative correspondence; also record of mules lent to farmers,giving age, weight, and official number of each. Filed chronologically. (Frequently, official.) 9 x 12 folders, 4 in., in drawer of steel filing case. 1st floor. (9)

WARRENTON

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
County Clerk's Office, Main and Culpeper Sts.

This office was established in Warrenton, Fauquier County, in February 1935, as headquarters for Culpeper, Fauquier, and Loudoun counties. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on March 9, 1937.

1181. CLIENTS' FOLDERS, OBSOLETE, 1935 - 1936. VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Family Rehabilitation Plan; 104, Rehabilitation Budget; 107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; 113, Rehabilitation Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 2 ft., in pasteboard box. 3d floor. (1)

1182. GENERAL FILE, Feb. 1935 to date. Applications from clients, with related correspondence, requisitions to Surplus Commodities Div.

for food and clothing for rural rehabilitation clients, with related correspondence, schedules of collections and of disbursements, inventories of office supplies and capital goods, horse and mule records showing age, weight, and official number of each animal, purchase orders for seed and other supplies, travel expense vouchers, correspondence with Farm Debt Adjustment mgr., list of rejected and closed cases, auditor's report, crop and feed loan certificates, record of checks delivered to and received by clients, remittance letters, publicity and misc. data. Filed alphabetically. (Frequently, official.) 3 x 11 folders, 1 ft. 6 in., in drawer of steel filing case. 3d floor. (4)

1183. WEEKLY AND MONTHLY REPORTS, Feb. 1935 to date. To dist. supvr. showing date submitted; name and official address of officer making report, number of farm, home, and other visits made; number of official calls received; number of families investigated; number of emergency, supplemental, resettlement, subsequent, and standard loan requests submitted; number of emergency grants issued, number of supervisory cases handled; and record of meetings held, giving date, place, purpose, and attendance. Weekly reports, recapitulated in monthly reports, discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. 3d floor. (2)

1184. CLIENTS' FOLDERS, 1936 to date. RA-RR forms: 12, Application for Rehabilitation; 12a, Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds; and 19, Supervisor's Farm Visit Report; RA-LE forms: 30.44, Chattel Deed of Trust and 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. Cases become obsolete when 1937 - 1938 cases have been surveyed. Filed alphabetically. (Frequently, official.) 9 x 11 folders, 1 ft. 4 in., in drawer of steel filing case. 3d floor. (3)

WYTHEVILLE

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Post Office Bldg., Main and Church Sts.

This office was established at Wytheville, Wythe County, on February 13, 1935, as headquarters for Bland, Smyth, and Wythe counties. In 1937 no records were known to have been lost or destroyed and none had been sent to Washington for preservation. The survey was completed on April 21, 1937.

1185. CLIENTS' FOLDERS, OBSOLETE, 1934 - 1935. Show name and address, and contain VRRC forms: 101, Agriculture Field Worker's Report; 102, Home Survey; 103, Rehabilitation Plan; 104, Rehabilitation Budget;

107, Progress Report; 109, Supplemental Receipt and Pledge; 110, Purchase Order; 113, Rehabilitation Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 3 ft. 2 in., in drawer of steel filing case. 2d floor. (1)

1186. CLIENTS' FOLDERS, 1935 to date. Show name and address, and contain RA-RR forms: 12 (rev.), Application for Rehabilitation; 12a, Referral of Case; 13, Confidential Report; 14, Annual Farm Business Statement and Farm Plan; 36, Annual Home Business Statement and Home Management Plan; 15, Loan Agreement and Request for Funds; 16, Transmittal of Request for Funds; 17, Action Taken on Request for Funds;and 19, Supervisor's Farm Visit Report; RA-LE forms: 30.44, Chattel Deed of Trust; 31.44, Chattel Deed of Trust Note A; and 51, Crop Lien Agreement; also correspondence with client and individuals concerning client. Filed alphabetically. (Frequently, official.) 9½ x 14 folders, 3 ft., in 2 drawers of steel filing case. 2d floor. (7)

1187. CLIENTS' FINANCE STATUS CARDS, 1935 to date. Name and address, date and amount of advances, distribution of loan, record of repossessed capital goods, dates and amounts of repayments, and balance due. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 4 in., in pasteboard card cabinet. 2d floor. (2)

1188. WEEKLY AND MONTHLY REPORTS, Feb. 1, 1935 to date. To dist. supvr., showing date submitted; name and address of officer making report; number of days on duty in field and office; number of farm, home, and other visits made; number of official calls received; number of families investigated; number of emergency, supplemental, resettlement, subsequent, and standard loan requests submitted; number of emergency grants issued; and records of meetings held, giving date, place, purpose, and attendance. Weekly reports, recapitulated in monthly reports, discontinued Jan. 1, 1937. Filed chronologically. (Frequently, official.) 9½ x 11 folders, 3 in., in drawer of steel filing case. 2d floor. (3)

1189. FINANCE, Feb. 1935 to date. Schedules of collections and of disbursements, travel expense vouchers, time sheets, and other data pertaining to financial administration of this office. Filed chronologically. (Frequently, official.) 9½ x 11 folders, 4 in., in drawer of steel filing case. 2d floor. (8)

1190. INSTRUCTIONS, Feb. 1935 to date. From regional, state, and district officials, outlining correct procedure in rural rehabilitation problems. Filed chronologically. (Frequently, official.) 9½ x 11 folders, 4 in., in drawer of steel filing case. 2d floor. (6)

1191. MISCELLANEOUS PAPERS, Feb. 1935 to date. Copies of salary acknowledgments; fertilizer and seed price lists; lists of landowners; list of clients for 1936, showing amounts of advances, repayments, and balances; surplus commodity orders, with related correspondence; clients' ledger sheets; reports of Drought Committee meetings; temporary receipts; requisitions for office supplies; copies of news articles prepared for publication; CCC applications with related correspondence; reports from County Committee; copies of remittance letters which accompany checks

sent to clients; correspondence with Emergency Feed and Seed Loan officials; canning data; recorded receipts; copies of deeds of trust; correspondence with Extension Service Div. officials; also other misc. documents. Filed chronologically. (Frequently, official.) 9½ x 11 and 9½ x 14 folders, 1 ft., in drawer of steel filing case. 2d floor. (4)

1192. CORRESPONDENCE, Feb. 13, 1935 to date. With regional, state, and district officers and county and home demonstration agents. Filed chronologically. (Frequently, official.) 9½ x 11 and 9½ x 14 envelopes, 6 in., in drawer of steel filing case. 2d floor. (5)



THE SOIL CONSERVATION SERVICE

INTRODUCTION

The Virginia piedmont which occupies so large a portion of the state constitutes a part of the southern piedmont which the Department of Agriculture holds to be one of the major agricultural problem areas in the United States. The area is a major agricultural problem because soil erosion for generations has run rampant here. Responsible for this are not merely the floods to which the great rivers are subject and the reckless destruction of forests, but primarily the nature of the unglaciated soils which lack absorbent capacity, the pelting rains common to the region, the baking suns, and the staple crops from which protective grasses and weeds must be removed during cultivation. As the Southern historian, Ulrich B. Phillips, has remarked in his Life and Labor in the Old South, "the mere heavy rains of commonplace occurrence impaired the soils by leaching the flat lands and eroding the hills." Thus every sloping field kept bare by cultivation has suffered erosion, and the rich top soil has been the first to go. The waters running off the hillsides have carried it into the river systems, and they, year after year, have swept it to the sea. The tawny and, during flood time, red hues of the rivers tell the tragic tale. The earliest effort of the Government to combat soil erosion in Virginia was made not by the Department of Agriculture but by the Department of the Interior in October 1933 along the watersheds of the Banister and Sandy rivers in Pittsylvania County.

In May 1934, the Soil Erosion Service of the Department of the Interior set up the Banister River Project with headquarters at Chatham, and with a regional director in charge. In March 1935, the Soil Erosion Service was transferred by Executive Order from the Department of the Interior to the Department of Agriculture and renamed the Soil Conservation Service. By the Soil Conservation Act of April 1935, the Soil Conservation Service was made a permanent bureau of the Department of Agriculture. Coincident with this action, a regional organization of the service was effected and the state of Virginia was placed in Region 2 of the United States. The office of state coordinator was created within the state with Blacksburg designated as state headquarters for Virginia, although Danville remained the state coordinator's headquarters until July 1936. Meanwhile, headquarters for the region which comprised the entire southern piedmont were established at Spartanburg, South Carolina, with a conservator in charge to whom the state coordinator was made directly responsible.

According to the United States Government Manual, Fall 1940, the Soil Conservation Service propagates the use of erosion control practices in agriculture through demonstration of practical soil-conserving measures in selected watershed areas, supervision of the work programs of Civilian Conservation Corps camps assigned to soil conservation activity, and

active assistance to soil conservation districts organized under state laws. It also deals in Virginia with flood control, purchase and development of submarginal land, and assistance to farmers within the limits of established demonstration project areas. The participation of individual farmers in the soil conservation program on their own farms is made possible by the five-year cooperative agreement plan inaugurated in 1936; under the plan technical aid is made available to groups of farmers. An important function of the coordinator is to coordinate the work of the Soil Conservation Service in the state with the work of other Federal agencies and with that of state agencies. Especially does he cooperate with officials of the Agricultural Experiment Station at Blacksburg in investigating factors which influence soil erosion and in developing means to control it. The Land Utilization Division of the service which has an office at Blacksburg originated under the Resettlement Administration but was transferred to the Bureau of Agricultural Economics in September 1937 when the Resettlement Administration was superseded by the Farm Security Administration. It was transferred from the Bureau of Agricultural economics to the Soil Conservation Service in November 1938. As a whole, the division is responsible to the chief of the Soil Conservation Service. The Land Utilization Division was under the Resettlement Administration when the records of the administration were surveyed. For this reason the records of the division are not listed in this section, but are listed under the Resettlement Administration.

Four soil conservation projects whose function it is to demonstrate erosion control practices in agriculture have been established in Virginia. Demonstration Project VA-1 is at Danville, Pittsylvania County, and since July 1936 has been known as Banister River - Sandy River Demonstration Project; Demonstration Project VA-2 was at Lynchburg, Campbell County, but was abolished in October 1937; Demonstration Project VA-3 is at Charlottesville, Albermarle County, and is known as the Ivy Creek Demonstration Project; and Demonstration Project VA-4 is at Harrisonburg, Rockingham County. Some of the records of the former Project VA-2 at Lynchburg are listed with the Charlottesville records with which they are now filed. In 1939 projects VA-3 and VA-4 and that portion of Project VA-2 conducted at Appomattox were placed under the supervision of a newly-created area office designated as Area VA-A-1 with headquarters at Charlottesville; Project VA-1 remained under the supervision of the Danville office which was designated as Area VA-A-2. Until this reorganization, which occurred after the records of the various projects were surveyed, each project was under the supervision of a project manager responsible to the state coordinator at Blacksburg. The area conservationists in charge of the area offices are now jointly responsible to the regional conservator in Spartanburg, South Carolina, and to the state conservator at Blacksburg. Soil conservation activities in the state, other than the four demonstration projects, include a nursery for forest trees at Appomattox; an evaporation measuring station at the Arlington Experiment Farm across the Potomac from Washington; shore erosion control work for the national monument lands at Jamestown and Yorktown on the peninsula; a survey made at four points in the New River watershed in southwest Virginia to determine the amount and rate of storage depletion by silting; and an investigation of the silting in the York River, one of Virginia's great tidal rivers. The records of these special projects were not surveyed.

THE SOIL CONSERVATION SERVICE

BLACKSBURG

SOUTHEAST REGION NO. 2
STATE HEADQUARTERS
Teaching and Administration Bldg.
Virginia Polytechnic Institute

This office was established on July 22, 1936, at Blacksburg. The state coordinator heads the soil conservation program in Virginia. He works with other divisions of the Department of Agriculture and with farmers to prevent soil erosion and to build up areas already damaged. In November 1938, the state coordinator was a member of the Committee which directed the land use planning in the state under the Agricultural Adjustment Administration whose state office is at Blacksburg. Other members of the committee were the director of the Extension Division, the director of the Experiment Station, the chairman of the state Agricultural Adjustment Administration committee, the state director of the Farm Security Administration, and the land use planning specialist of the Bureau of Agricultural Economics. No records of the state coordinator's office were known to have been lost or destroyed and none had been sent to Washington for preservation when this survey was completed on September 20, 1937.

State Coordinator

1194. GENERAL FILES, July 1936 to date. Correspondence of state coordinator and his secretary with regional office, state project offices, and non-Govt. persons on soil conservation work; bills and receipts; daily time cards; rough drafts of pay rolls; and carbons of final pay roll. Correspondence filed alphabetically; records filed chronologically. 5 x 8 bundles and 9 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 305. (179)

1195. PERSONAL DATA MEMORANDA, July 1936 to date. WPA Form 402, Reassignment Slip. Transfer of WPA worker to other projects or other agencies. WPA Form 403, Notice of Termination of Employment, stitched to personal data memorandum for relief workers on soil conservation projects. Content indicated on containers. (Occasionally, official.) 9 x 12 envelopes, 2 ft., in drawer of steel desk. Dirty and damaged by careless handling. R. 305. (180)

1196. SALARY AND DAILY TIME RECORD CARDS, July 1936 to date. Form SCS-108. Name and address of employee, date of employment, type and

location of work, name of foreman or supervisor, daily time record, rate of pay, daily and total monthly salary. Filed chronologically under county. (Frequently, official.) 5 x 8 cards, 5 ft. 3 in., in 4 trays of card cabinets and pasteboard box. Dirty and damaged by careless handling. R. 305. (178)

CHARLOTTESVILLE

SOIL CONSERVATION DEMONSTRATION PROJECTS VA-2 AND VA-3
National Bank Bldg., E. Main and Second Sts.

This office was established in July 1936 as headquarters for Demonstration Project VA-3. In October 1937, the supervisory office of Demonstration Project VA-2 at Lynchburg was closed and its administrative functions and records transferred to Charlottesville. The maintenance work which had been carried on by the Lynchburg office and all records pertaining to maintenance were transferred to Appomattox, Appomattox County, but were placed under the supervision of the Charlottesville office. Some other Project VA-2 records were transferred to Demonstration Project VA-4, Harrisonburg, Rockingham County. The records of Project VA-2 which were sent to the Appomattox unit are the only Project VA-2 records not listed in this inventory.

In 1939, the Charlottesville office was made an area office with supervision over Project VA-4 at Harrisonburg, as well as over Projects VA-2 and VA-3. The administrative records of Project VA-4, which were surveyed in 1939, were transferred to the Charlottesville office and are listed under the heading "Chief Clerk." No records in the custody of the Charlottesville office were known to have been lost or destroyed and none had been sent to Washington for preservation at the time the survey was completed. The survey of the records at Charlottesville, with the exception of those transferred from Harrisonburg, was completed on July 27, 1938.

Project Manager

1197. CONTRACTS CORRESPONDENCE, July 1936 to date. Of project mgr. and various members of technical staff of local office with members of regional office personnel, state coordinator's office personnel, CCC camp supts., and other members of field personnel relative to various phases of cooperative agreements with private landowners. Filed chronologically under name of correspondent. (Frequently, official.) 9 x 12 folders, 8 in., in drawer of steel filing case. R. 711. (116)

1198. COOPERATIVE AGREEMENTS, July 1936 to date. Form SCS-551 (rev. July 1, 1936), Cooperative Agreement (Agreement for Demonstrational and Experimental Work in Soil and Water Conservation), 5-year agreement between SCS and private landowner. Contracting parties, and conditions of agreement obligating private landowner to maintain for 5-year period

any improvement that may be constructed, and to follow agreed program of cropping and tillage; signed by contracting parties; and supported by unnumbered forms: Cropping Plan and Plan of Conservation Operations. Use of land before institution of SCS program, projected or planned use of land, and narrative statements of work to be done; Summary of Materials to be Furnished. Quantity of each kind of material to be furnished by cooperator and by SCS each year to carry on program; Summary Sheet. Acreages in semi-erosion resisting, and erosion resisting crops planted by cooperator before entering agreement with SCS, and acreages in same types of crops to be planted each year subsequent to entering agreement; Agronomy Work Sheet. Name and address of cooperator, date sheet prepared, farm no. and area in which located, staff member preparing plan, use to which land in each field put at time agreement signed, and new uses to which it will be put during 5-year program; also Land Use maps. Uses to which land put prior to agreement, and uses to which it will be put during execution of 5-year program; and SCS Form 55la, Amendment to Cooperative Agreement. Date of amendment, contracting parties, statements of work to be done under amendment and of obligations to which private landowner subject, signed by contracting parties. Amendment supported by forms which support original agreement. Covered by index, entry 1204. Filed alphabetically by name of cooperator. (Frequently, official.) 9 x 12 folders, 12 ft., in 6 drawers of steel filing cases. Rs. 711 and 712. (115, 117)

1199. COOPERATORS' FILES, July 1936 to date. Forms: 655a, Performance Record - Land Conversions, sent to regional office once a year. No. and location of camp or project performing work, number of acres under conversion on each farm each year since agreement entered into, and types and amounts of work performed; 656, Work Order, Estimate, and Cost Report, sent to regional office. Camp or project no., location of unit performing work, date of report, work order no. under which work performed, present use of land on which work to be performed, proposed future use, code no. of work to be performed, farm owner, farm operator, SCS technician planning work, cooperative agreement no., record of approval of agreement by project mgr., description of work to be done and work performed during reported period, estimated cost and actual cost of work performed, estimated costs of labor, materials, equipment, and transportation to be paid by SCS and by cooperator, and actual costs; SCS 658, Work Report, sent to regional office for work done on cooperator's farm. Work order no. under which work performed, no. and location of camp and/or project performing work, dates of beginning and completion of work, code no. of type performed, farm owner, farm operator, cooperative agreement no., description of work performed, and foreman; number of labor hours at each salary rate, number of equipment hours for each type of equipment used, and number of transportation miles covered for each day in reported period, person or concern furnishing material, kind and amount of material used, date used, unit to which furnished, unit cost, and total cost of material; also recapitulation of costs showing amount paid by SCS and by cooperator; and SCS 659, Farm Summary Sheet, sent to regional office. No. and location of camp performing work, farm owner, farm operator, type of work done, whether performed by SCS or farm operator, schedule code no. of type of work performed, and amount expended for labor and supervisory help, and for material, equipment, and transportation, and date work performed. Filed alphabetically by name of

cooperator. (Frequently, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of steel filing case. R. 710. (114)

1200. CORRESPONDENCE OF THE PROJECT MANAGER, July 1936 to date. With officials of Washington and regional offices, state coordinator, supts. of CCC camps, other project offices, other Govt. officials, including Extension Service officials and staff members in Blacksburg, county agricultural extension agents, and Va. Agricultural Experiment Station officials and staff members, and non-Govt. persons, relative to administrative problems, procurement of supplies and equipment, reports, cooperative activities with other Govt. agencies including demonstration projects conducted by SCS with cooperation of various county agricultural extension agents, and inquiries from individuals concerning activities of agency and its eleven point program. Incoming correspondence filed in one container; copies of replies filed separately. Filed alphabatically by name of correspondent. (Frequently, official.) 9 x 12 folders, 2 ft., in 2 drawers of steel filing case. R. 709. (110)

1201. MISCELLANEOUS FILES OF THE PROJECT MANAGER, July 1936 to date. Correspondence of project mgr. with applicants for positions; annual narrative reports of activities of this office prepared by project mgr., with descriptions of demonstration projects carried on under supervision of this office; narrative plans of work compiled by manager and his staff; narrative reports of inspections of activities of this agency by Regional Investigation Committee; memoranda and circular letters from regional office; copies of circular letters emanating from office of project mgr.; and data on many phases of work. Filed by subject. (Frequently, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of steel filing case. R. 709. (111)

1202. REPORTS, July 1936 to date. To this office by camps and projects under its supervision. Forms: 6, Monthly Inventory (Transportation and Equipment Supplies). Quantity and cost of each kind of supply on hand at beginning of reported month, quantity and cost of each received during month, quantity of each used during month by each piece of equipment, total quantity of each used by all equipment, quantity on hand at end of month, and purchase order or requisition no.; 6a, Monthly Inventory, report on materials used in construction work. Quantity of each kind on hand at beginning of month, quantity received during month, quantity used during month, quantity on hand at end of month, and purchase order or requisition no.; 6b, Monthly Inventory (Vegetative Materials). Same type of information as Form 6a. 1956, Monthly Report of Safety Assistant to Camp Superintendent, copy sent to this office by CCC camp supts. No. and location of camp, inclusive dates of period covered, condition of buildings and shops in camp, precautions taken against fire and accidents, and other safety regulations enforced; SCS forms: 177 (rev.), Monthly Injury Summary. For each type of accident, number of lost-time injuries suffered by laborers, members of SCS field personnel, members of SCS-ECW personnel, and members of office personnel; 232, Physical Progress Report ECW. Amount of work performed in camp, such as general, agronomy, engineering, woodland, wildlife management, educational and informational, seeding and fertilizing, and planting and distribution of trees; 516 (rev.), Monthly Equipment Report. Date, camp no. and location, serial no. of each piece of equipment, original cost,

classification no., make, number of hours in operation during month, quantity and cost of fuel used, quantities and cost of lubricants and greases used, repair and maintenance costs, storage and depreciation costs, total costs, per hour operation cost, and condition; 655a, Performance Record, made annually. Work performed by camp during period; and, for each type of land conversion, total number of acres on which work performed before contracts signed with owners, actual acres under conversion for each year SCS in operation, and number of acres under conversion after cooperative agreements with private owners of land signed; Form SCS-ECW-75, Monthly Camp Inventory of Heavy Equipment. Camp and project nos., date of report, no. of each item of heavy equipment on hand, item no., description, unit cost, purchase order no. under which obtained, condition, and pertinent remarks; and unnumbered forms: Monthly Job Total. Amount of each type of work performed each week of the month, and total amount of each type of work performed for the month; Summary Seed Report, monthly. Total quantity of each kind of seed received, total quantity allotted, total delivered, amount not allotted, and quantity of each on hand at end of month; and Agronomy Field Report, weekly. Inclusive dates of report, area covered by camp or project reporting, name of each person cooperating in SCS program, no. of field in which work performed, number of acres in field, and type and amount of work accomplished. Filed by report no. under name of camp. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 710. (112)

1203. REPORTS TO REGIONAL OFFICE AND CORRESPONDENCE, July 1936 to date. On activities of project office and work done under its supervision. SCS forms: 516, Monthly Equipment Report. Inclusive dates of period covered, name and location of office, SCS no. of article of equipment, original cost, classification no., make, number of hours in operation, quantity and cost of fuel used, quantities and cost of lubricants and greases used, repair and maintenance costs, storage and depreciation costs, total costs, per hour cost of operation, and condition at end of month; 517, Monthly Transportation Report. SCS no. of each truck or car operated, original cost of car or truck, classification no., make, number of miles driven since purchase, amounts and cost of gasoline and oil consumed, quantities and cost of grease and lubricants, maintenance and repair costs, storage and depreciation costs, total costs to date, per mile operation cost, costs of parts and labor, and present condition; unnumbered forms: Gasoline Report Month of ---. Total gallons received, used, and on hand at end of month; Tire and Tube Report, monthly. Number of variously sized tires received, number issued with tire no., and with car or truck no., and number on hand last of month, also essentially same information for tubes and batteries; and Monthly Summary of Conservationist's Activity Report. Camp or project no. and location of each camp or project, number of cooperative agreements signed, total acreages of farms covered by agreements; approximate miles traveled on official business, time devoted to follow-up work, visitors, and office work, number of meetings attended, and number of educational and informational talks given. Correspondence of acting secretary to project mgr. with camp and project supts., regional office, and other members of SCS personnel relative to submission and transmittal of reports, and to routine matters of office. Similar to entry 1202, except that 1202 covers activities of camps and projects under supervision of project officer. Filed by title of report

and by name of correspondent. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 710. (113)

1204. SOIL CONSERVATIONIST RECORDS AND REGISTER OF COOPERATIVE AGREEMENTS, July 1936 to date. Weekly record of activities of soil conservationists in each camp and project under supervision of project mgr. Number of contacts made, number of cooperative agreements signed, total acres in farms whose owners signed cooperative agreements, number of cooperative agreements revised, number of farms partly worked, number of farms ready to be planned, approximate miles traveled in performance of official duties, hours devoted to follow-up work, visitors, office work, and meetings, and remarks relative to activities; also register of cooperative agreements with private landowners. Date of agreement, name and address of signer, farm no., number of acres in farm, and contract agreement no. Register constitutes index to entry 1198; records related in part to entry 1205. Entered chronologically under camp or project no. (Frequently, official.) 8½ x 14 vol., 1 in., in drawer of steel desk. R. 711. (118)

1205. STAFF REPORTS, July 1936 to date. Form ECW-11, Weekly Report - Conservationist's Activities, submitted to project mgr. by soil conservationists stationed in camps and projects. Camp no. and location, period covered by report, number of contacts made, number of cooperative agreements signed, total acres in farms whose owners signed cooperative agreements, number of agreements revised and amended, number of farms partly worked, number ready to be planned, approximate miles traveled in performance of official duties, time devoted to follow-up work, visitors, and office work, number of meetings attended, and number of educational talks given; list of supplies needed, statement covering misc. activities not already shown, and pertinent remarks; unnumbered monthly form. Employee Activity Report, daily of all staff members to project office. Activity on which employee engaged, number of miles traveled in performance of official duties, amount of per diem allowed, and number of overtime hours worked; Progress Report, manager of technicians in camps weekly to project mgr. Number of farms and acreages surveyed for erosion, number of farms and acreages surveyed and previously reported, total number of farms and acreages surveyed to date, number of farms and acreages on which erosion surveys incomplete, number of man-days previously worked, and number of man-days worked to date. Form ECW-11, Weekly Report - Conservationist's Activities, duplicated to some extent in vol. records recorded in entry 1204. Filed alphabetically by name of staff member. (Frequently, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. R. 711. (147)

Administrative Division
Junior Administrative Assistant

1206. PERSONNEL FILES, 1935 to date. SCS forms: 202, Personal Data Memorandum, brief form, prepared by applicant for position with SCS. Date, name, address, and telephone no. of applicant, length of residence at present address, date and place of birth, age, legal voting address, sex, marital status, race, physical characteristics and condition, address and occupation of spouse of applicant, number and ages of dependents, name and address of person to be notified in case of applicant's

illness, previous employment, education, and actual signature; 203, Personal Data Memorandum, long form. Same information as on 202 with additional information, such as title of position of applicant, salary, office in which employed, immediate superior, date first employed in Fed. service, record of military or naval service, information on present employment if not in Fed. service, civil service rating, record of examinations taken by applicant, relationship of any relatives now in Govt. service, record of publication of books, papers, or periodicals of which applicant author, detailed record of any previous employment in Govt. service with reason for leaving, detailed record of previous private employment, names, addresses, and occupations of character witnesses, types of clerical work in which trained, technical fields in which trained or experienced, and farm experience; 204, Personnel Recommendation, usually prepared when some change in status imminent, such as title, rate of pay, or transfer. Nature of recommendation, name of employee, legal residence and place of birth, official designation of employee and official hdqrs., salary rate, effective date of recommendation, reason for action, educational and previous employment record, nature of original appointment, and other pertinent information. Form SCS-ECW 20, Appointment Form, mimeographed form letter containing notification of employment or appointment. Effective date of appointment, official hdqrs. of appointee, title and salary rate of position to which appointed, and other pertinent information; Standard forms: 6 (rev.), Personal History Statement, prepared by appointee. Personal data, previous Govt. record, information as to relatives in Govt. service, military and naval record, special qualifications not involved in position to which appointed, previous private employment record, and educational record; 8, Oath of Office. Dept. and office in which appointee to be employed, full name of appointee, body of oath, signature and seal of notary public, title of position to which appointed, and date of entrance on duty. Forms: 2390, Finger Print Chart; 2413, Medical Examination Certificate, information on physical characteristics and condition of appointee; R2-19, Request to Regional Headquarters for Personnel Action, submitted to regional office when approval of change in status desired. Date of request, name and date of birth of person for whom change requested, nature of action requested, inclusive dates of requested assignment, div. and section in which employed, old and new titles, effective date of change desired, whether temporary or probational, salary rate, previous incumbent of position to which desiring to be assigned, reason for request for action, duties of desired assignment, pertinent remarks; and record of approval by officials in state coordinator's office, project office, and regional office; R2-3, Pay Roll Information, issued by finance section when information affecting pay status of employee desired. Name of employee, originators of request, nature of request, status of employee, place of employment, title, grade, and annual salary rate, and pertinent remarks relative to information requested; also for temporary appointees under authority of letter of authorization, forms: 210, Notice of Employment - Letter of Authorization of Employees, 1559b, Notice of Termination of Employment Under Letter of Authorization, and 1-325, Temporary Employment for Emergency Work in Field; and correspondence of project mgr. and jr. adm. asst. with officials of Washington regional and state offices, and individuals relative to phases of personnel management. Filed alphabetically by name of employee. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 611. (137)

1207. REGIONAL ALLOTMENT LEDGER SHEETS - VA-2 AND VA-3, Aug. 14, 1935 to date. Standard Form 1015a, Allotment Ledger, verifying records of allotments to and expenditures by these projects. Symbol no. and title of allotment, location of office to which allotment made; balance before expenditure, date and reference no. of expenditure, to whom made, purpose, amount of audited voucher, amount of encumbrance liquidated or amount of encumbrance authorized, and unencumbered balance of allotment; balance of old allotment before receipt of new allotment, date and amount of new allotment, and unencumbered balance. Project VA-2 appropriations and allotments differ from those in entry 1212. Entered chronologically under appropriation or allotment symbol no. (Occasionally, official.) 11 x 16½ loose-leaf books (6), 11 in., on wooden shelf and on wooden table. R. 612. (155)

1208. PROPERTY TRANSFER RECORDS, Sept. 1935 to date. Of transfer of property from one SCS office to another. Correspondence of jr. adm. asst. with officials of Washington and regional offices and of other projects relative to transfer of property and other official matters; and SCS forms: 114C (rev.), Property Transfer and Receipt. Name and location of agency transferring property and of agency to which transferred, quantity and description of articles, requisition or purchase order no. under which originally secured, and total cost of articles; signed by state coordinator indicating approval of transfer, with date; date and manner of shipment, signed by shipping officer; date of receipt of property, signed by receiving officer; 140, Memorandum Receipt - Non-Expendable Property, two copies sent to Washington office. Office receiving property, receipt no., and date of receipt, and project to which chargeable; and, for each group of articles: class no., quantity, requisition or purchase order no. under which secured, name and description of article, total cost of group, and contractor or vendor from whom secured; signed by project mgr. acknowledging receipt of articles; 142 (rev.), Report of Survey, filled in when property lost, stolen, damaged, destroyed, worn-out, or sold. Date and no. of report, official responsible for property, quantity and description of articles, purchase order no. under which first secured, estimated value, condition, certification of responsible official to manner of disposition; names and titles of employees acting as board of survey; statements of findings of board of survey; and if property sold, record of receipts and disbursements in sale; and 112, Interoffice Transmittal. Name and location of office making transmittal, official to whom or office to which sent, type of form sent, period covered, serial no. of transmitted form, person to whom property shown on transfer record is transmitted; signed by official authorizing preparation of form; Form R2-21, Surplus Property (Available for Transfer). Report no., no. and location of office reporting; quantity, description, condition, and acquisition reference nos. of articles, and date of report; signed by reporting officer; and unnumbered form, Daily Report to the Fiscal Office, Showing Materials, Supplies, and Equipment Received at the Warehouse. Date of receipt of materials, supplies, and/or equipment; number and description of articles received; from whom received; signed by storekeeper. Filed chronologically under form no. or title. (Frequently, official.) 9 x 12 folders, 10 in., in drawer of steel filing case. R. 610. (146)

1209. ACTIVITY REPORTS AND PERSONNEL RECORDS - PROJECT ASSISTANT

(VA-2) OFFICE, Dec. 1935 - Oct. 1937. Unnumbered form, Employee Activity Report - SCS, submitted to project office by each staff member at monthly intervals. Activity in which employee engaged each day, miles traveled in performance of duty, per diem allowance for travel, and number of hours overtime worked; Dept. Form 50, Record of Annual Leave and Record of Absence - Sickness and Without Pay. Name of employee, date reported for duty, annual leave available, daily record of annual leave taken, total annual leave taken, and balance forwarded to next year; accumulated sick leave available during year, daily record of sick and without pay leave taken, total days taken, and number days sick leave advanced to next year; forms: AD-17A, Application for Leave - Field. Name of employee, where stationed, date of request, type and inclusive dates of requested leave, address of employee while on leave, signatures of authorized officials recommending and approving application for leave; date of return to duty, and record of previous absences during year; also certification of employee when application for sick leave of two days or less, or certificate of attending physician when application for sick leave exceeding two days; AD-38, form letter submitted by employee resigning. Title, annual salary rate, office in which employed, effective date of resignation, and reasons; R2-19, Request to Regional Headquarters for Personnel Action, submitted when approval of change in status desired. Date of request, name, date of birth, legal residence, and official hdqrs. of employee; action requested; designation and annual salary rate; effective date of change, reason for requesting action, and pertinent remarks; R2-3, Pay Roll Information, issued by Finance Dept. when information affecting pay status of employee desired. Name of employee, originators of request, nature of request, status of employee, place of employment; title, grade, and annual salary rate; and any pertinent remarks relative to information requested; 159, Request for Travel Authorization. Name, title, and official hdqrs. of employee granted request; points to which official travel necessary, contemplated mode of transportation, necessity for travel, amount of per diem requested, effective dates of authorization, and authorization no; SCS forms: 113, Travel Authorization. Name of employee, authorization no., place and date issued, points between which travel authorized, per diem reimbursement to be allowed, other conditions of travel, and date authorization terminated; 204, Personnel Recommendation, usually prepared when some change in status, such as title, rate of pay, transfer, or separation, imminent. Nature of recommendation, name of employee, legal residence, date of birth, official designation of employee and official hdqrs., salary rate, effective date of recommendation, reasons for action, educational and previous employment record, nature of original appointment, and other pertinent information; also correspondence of project mgr. with officials of Washington and regional offices and with state coordinator relative to problems arising in personnel administration and management. Filed alphabetically by name of employee. (Occasionally, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 614. (152)

1210. VOUCHER REGISTER CARDS - VA-2, Dec. 1935 to date. Records of Standard Form 1034 prepared for reimbursement of vendors who furnished agency with supplies or services other that personal, and of Standard Form 1012 for reimbursement of employees for travel expenses. Name and address of company or individual for whom vouchers prepared; no., date, and amount of voucher; requisition, purchase order, contract, or travel

authorization no. under authority of which expenditure made; period during which expenditure made; and description of purchases or services for which made. Major portion of these records removed with Project 2 from Lynchburg Oct. 1937. Filed alphabetically by name of vendor or employee. (Frequently, official.) 5 x 8 cards, 8 in., in drawer of steel card cabinet. R. 612. (158)

1211. VA-3 AND VA-2 ALLOTMENT AND DISTRIBUTION LEDGER RECORDS, July 1, 1936 - Aug. 1937. Standard forms: 1015a, ALLOTMENT LEDGER, allotments received and expenditures therefrom. Symbol no. and title of allotment, location of office to which allotment made; balance before expenditure, date and reference no. of expenditure, to whom made, purpose, amount of audited voucher, amount of encumbrance liquidated or amount authorized, and unencumbered balance of allotment; date and amount of new allotment, and unencumbered balance after new allotment received; 1016, Distribution Ledger, distribution of expenditures according to purpose. Form no., date, reference no., and amount of expenditure; cumulative totals of encumbered expenses distributed by purpose; and total amount of encumbered expenses from allotment after expenditure added to previous totals. See entries 1207, 1212, 1213, and 1226. Entered chronologically under allotment no. (Occasionally, official.) 11 x 16½ loose-leaf books (7), 8 in., on wooden shelf. R. 612. (157)

1212. ALLOTMENT LEDGER - ECW FUNDS - PROJECT VA-2, July 1936 - Aug. 1937. Standard Form 1015a, record of allotments to and expenditures by this office. Symbol no. and title of allotment, location of office to which allotment made; balance before expenditure, date and reference no. of expenditure, to whom made, purpose, amount of audited voucher, amount of encumbrance liquidated or amount authorized, and unencumbered balance of allotment; balance of old allotment before receipt of new allotment, date and amount of new allotment, and unencumbered balance. These appropriations and allotments differ from those in entry 1207. Entered chronologically under allotment no. (Seldom, official.) 11 x 16½ loose-leaf book, 2 in., on steel filing case. R. 614. (153)

1213. DISTRIBUTION LEDGERS - PROJECT VA-2 OFFICE, July 1936 - Oct. 1937. Standard Form 1016, Distribution Ledger, distribution of expenditures according to purpose. Date, reference no., amount and purpose of each expenditure. These are different appropriations and allotments from those reported in entry 1226. Entered chronologically under allotment no. (Occasionally, official.) 11 x 16½ loose-leaf book and 10½ x 16 loose papers, 4 in., on steel filing case. R. 614. (154)

1214. TRANSFERRED VOUCHERS - VA-5, July 1936 - June 30, 1938. Standard forms: 1034, Public Voucher for Purchases, and Services Other Than Personal. Date and place prepared, name and location of Govt. office making purchases or receiving services, name and address of payee, date and no. of contract under authority of which purchases made or services furnished, title of activity for which purchases or services necessary, terms of purchase; articles purchased or services furnished, with expenditure symbol, no. and date of purchase order, date of delivery, quantity of item purchased or extent of services rendered, unit price, and total for each item; certified by payee; statement of differences or errors; certified by authorized Govt. official; statement of method of advertising

to obtain bidders to furnish services or supplies; and 1012, Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem, submitted by employees for reimbursement of expenses incurred in official travel. Agency, appropriation title and no. on which voucher drawn; name, address, domicile, official hdqrs., and residence of payee; inclusive dates of period covered; letter of authorization no. and date under which travel performed; total amount of voucher; signature of payee indicating receipt of check with date of receipt and no. of check; also itemized statement of travel performed and expenses incurred for each day in period covered by voucher; in event travel performed on transportation request, date of travel, transportation request no., points between which traveled, name of transportation company, and amount of ticket. Standard Form 1012 supported in many instances by invoices and statements from private company from whom purchases made. Related to entry 1231. Filed numerically by disbursing office voucher no. (Occasionally, official.) 9 x 11½ folders and covers, 2 ft., in drawer of steel filing case. R. 614. (129)

1215. PURCHASE ORDERS, REQUISITIONS, BILLS OF LADING, AND OTHER FISCAL RECORDS - VA-3, July 1, 1936 to date. SCS Form 111, Purchase Order, with supporting invoices from private companies to which original orders submitted. Purchase order no., no. of project for which purchase to be made, name and address of company to which order submitted, shipping instructions to company, articles ordered; and name, description, quantity, unit price, unit quantity, and extension of unit price for quantity of each item on list; total amount of order, and date and place from which order sent; signed by authorized official; also SCS Form 256, Financial Statement and Budget Analysis. Funds available at beginning of reported period, funds encumbered during period, total encumbrances for reported period, and total unobligated balances at end of period for each demonstration project; and forms: AD-14 (rev.), Request for Supplies, Equipment, or Services. Requisition no., name and location of office making requisitions, no. and title of appropriation to which chargeable, shipping instructions, stock no. of articles requested, description of articles, company supplying articles, quantity desired, unit price, and total; R2-47, Request for Travel Authorization. Date of request; name, title, and post of duty of traveler; points to which official travel necessary, statement justifying travel; mode of transportation, inclusive dates of authority and per diem requested; allowance for mileage requested if travel to be performed in personally owned automobile, no. of appropriation to which travel expenses to be charged, and estimated expenses of trip exclusive of transportation requests; 2450a, Monthly Classification Report of Expenditures. Amount of each type of expenditure, and totals of all expenditures for each demonstration project under supervision of this office; Treas. Dept. forms: 5, Notice of Miscellaneous Encumbrance, attached to each bill of lading. Encumbrance no., date, no. of project on which articles to be used, no. of appropriation from which payment to be made, concern or individual in whose favor encumbrance made, amount of encumbrance, purpose, and location of project or of office receiving shipment; A-3a, Advice of Change in Allotment, sent to this office by regional office. Date of advice, no. and title of original allotment in which change to be noted, and amount of increase or decrease in original allotment; Standard Form 1058, Government Bill of Lading. Name and location of agency to which shipment made, appropriation

to which chargeable, official issuing bill of lading, date of issue, consignor, points between which shipped, shipping instructions, number of packages, description of packages and of articles in shipment, weights, and freight charges, initials and no. of railroad car in which shipped, manner of delivery, contract or purchase order no., and date under which shipment made; and unnumbered forms: Encumbrance Register - Bill of Lading. Bill of Lading no., date, articles, appropriation from which charges to be paid, and amount; no., date, and amount of voucher covering bill of lading charges; Encumbrance Register - Purchase Orders. No. and date of order, company to which order submitted, amount of order; no., amount, and date of voucher covering purchases; Requisition Register. No. and date of requisition, Washington office requisition no., list of articles or services requisitioned, cost, page and line of encumbrance record on which obligation recorded, Washington office purchase order no., no. of appropriation from which payment to be made, and no. and amount of voucher; Reconcilement Statement (Allotment Ledger), sent to regional office to show encumbrances made and posted in project register but not yet entered in ledger records. Date of statement, no. and location of project office, appropriation from which expenditure made; unencumbered balance of allotment on date of last posting; and for each encumbrance posted in project register and not yet entered in allotment ledger, date, reference no., purpose, concern or individual for whom made, and amount of encumbrance. Filed numerically under type of record. (July 1, 1936 - June 30, 1937, occasionally; July 1937 to date, frequently, official.) 9 x 12 folders, 3 ft. 10 in., in 2 drawers of steel filing cases. Rs. 614 and 612. (130, 149)

1216. VOUCHER REGISTER CARDS - VA-3, July 1, 1936 to date. Records of Standard Form 1034 prepared for reimbursement of vendors who furnished agency with supplies or services other than personal, and of Standard Form 1012 for reimbursement of employees for travel expenses. Name and address of company or individual for whom vouchers prepared, no. and date of voucher; amount; requisition, purchase order, contract, or travel authorization no. under authority of which expenditure made; period during which expenditure made; and description of purchases or services for which made. Filed alphabetically by name of vendor or employee. (Frequently, official.) 5 x 8 cards, 6 in., in drawer of steel card cabinet. R. 612. (134)

1217. CAMP CORRESPONDENCE, July 1936 to date. Of jr. adm. asst. and project mgr. with members of supervisory personnel of CCC camps under supervision of this office relative to submission of reports, procurement of suplies and equipment, phases of personnel management, and misc. matters. Filed by subject under camp name and no. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 611. (139)

1218. CONTRACTS AND LEASES - PROJECT VA-3 OFFICE, July 1936 to date. With private companies and individuals for supplies, equipment, office and warehouse space, telephone service, and other such services. Standard forms: 33, Invitation, Bid, and Acceptance, Short Form Contract; 36, Standard Government Form of Continuation Schedule for Standard Form 31 or 33; 1036 (rev.), Statement and Certificate of Award; 40, Contract for Telephone Service; 2 (rev.), Lease; and SCS Form 146, Abstract of Proposals; also correspondence of project mgr. and jr. adm. asst. with

officials of Washington and regional offices, state coordinator, corporations, concerns, and individuals relative to contracts and leases. Filed by contract or lease no. under name of article purchased or service rendered. (Frequently, official.) 9 x 12 folders, 9 in., in drawer of steel filing case. R. 610. (145)

1219. COMPENSATION FILES, July 1936 to date. CA forms: 1 (rev.), Employee's Notice of Injury and Original Claim for Compensation and Medical Treatment, submitted by injured employee to his superior within 48 hours after injury if possible, and to USECC when Commission liable for medical expense. Address of injured, date of notice, date and hour of injury, establishment where employed and where injury occurred, circumstances, cause and nature of injury, witnesses, and reasons if employee failed to give notice of injury within prescribed time limit, certified by employee as to truth and accuracy of his claim; 2 (rev.), Official Superior's Report of Injury, submitted with Form CA 1 to USECC. Dept. and office in which injured person worked, place of employment, name and location of office making report; name of foreman, supt., or supvr. in charge when injury occurred; name, age, sex, race, home address, normal occupation, and type of work in which engaged at time of injury; total length of civilian service with Govt., service in present office, dates of other injuries, rates of pay, subsistence and living quarters, number hours usually worked per day and per week, full account of injury, time employee stopped work and time pay stopped; time, if returned to duty; pay employee will receive for any portion of lost time; circumstances under which injury occurred; description and extent of injury and of any member of body lost; facts if employee not injured in performance of duty; cause of injury, time between occurrence and report of accident, names and addresses of witnesses, and other pertinent information; also medical attention given employee, statement of witnesses, and statement of Govt. medical officer or physician who first examined injured employee; 3 (rev.), Report of Termination of Total or Partial Disability, forwarded to USECC as soon as disability from injury terminated. Same identifying information as to injured and injury as on CA forms 1 and 2; also subsistence furnished employee during disability, payment for any portion of absence, and in case of death from injury, name, time of death, time pay stopped, place of death, and immediate cause; names and addresses of widow, minor or incompetent children, or of other dependents; signed by superior official with title; 4 (rev.), Claim for Compensation on Account of Injury, made by injured employee to superior within 60 days after injury causing disability for more than three days, and later transmitted to USECC. Same identifying information as to injured and injury as on CA forms 1 and 2; expense incurred for treatment by private physicians or hospitals, any other claims for damages and payments received, military or naval record of employee and any payments received on account of such services, applications filed for retirement and payments received, and dates of other injuries for which claims for compensation made if any, certification of accuracy of claim by injured employee, certificate of attending physician giving full account of all examinations, treatments, findings, and recommendations for treatment, and certification of official superior of employee of accuracy of claim for compensation with record of any payments made to employee during his absence from work; 8 (rev.), Claim for Continuance of Compensation on Account of Disability. Date of original injury causing disability, inclusive dates of exact period for which claim

for compensation made; record of any work performed during period for which compensation received, with rate of pay, total amount earned, hours worked per day and days worked per week, nature of work performed, and names and addresses of employers; reason for not working if only partially disabled, prospective employers from whom claimant sought employment; nature of award and amount of pension, compensation, or other allowance received by employee; Vets'. Adm. claim no.; other pensions or allowances received from state, municipal, or private organizations during disability period; also certificate of attending physician giving percentage of disability of claimant, prognosis, and recommendations; opinion of superior regarding degree of disability of claimant; 16, Request for Treatment of Injury Under the United States Employees Compensation Act, made by superior of injured employee to physician or hospital. Date of request, to whom made, and identifying information as to employee; 32, Report on Hernia. Name, age, and claim no. of claimant, complete description of circumstances under which injury occurred which resulted in alleged hernia; previous hernias and treatment undergone, certificate of physician giving complete description of hernia, cause, and recommendations relative to treatment; and Form S-69, Public Voucher for Services and Supplies of Hospitals and Physicians - U. S. Employees Compensation Commission, usually submitted to USECC with original request for treatment. Voucher no., name and address of payee, date and no. of contract, if any, under which treatment performed; and expenditure symbol, date or period of treatment, name of employee, nature of his injury, character of services or supplies furnished, quantity or number furnished, unit cost, and total cost; total amount of voucher and record of differences or disallowances made in voucher by examiner; certification of voucher by payee; certificate by employee; and record of payment of voucher showing no., date, and amount of check tendered payee for services and supplies; also correspondence of project mgr. and jr. adm. asst. with injured employee, immediate superior of employee, USECC, and other SCS officials relative to various phases of case. Filed alphabetically by name of employee. (Occasionally, official.) 9 x 12 folders, 8 in., in drawer of steel filing case. R. 611. (138)

1220. GENERAL CORRESPONDENCE, July 1936 to date. Of jr. adm. asst. with SCS officials in Washington, D. C., state coordinator, officials of regional office and other project offices, and individuals relative to allotments and appropriations, procurement of supplies and equipment, problems of personnel management, preparation and submission of forms and reports, requests for information, inquiries, and telegrams. Correspondence with SCS offices filed by subject under name of office; misc. correspondence filed alphabetically by name of correspondent. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 611. (140)

1221. LEAVE RECORDS, July 1936 to date. Dept. Form 50 (1) Record of Annual Leave and (2) Record of Absence-Sickness and Without Pay. (1) Name of employee, date entered on duty, total days and hours leave available, daily record of annual leave taken, total days taken, and balance of leave forwarded to next year. (2) Number of days of accumulated sick leave available during year, number days sick leave advanced or forwarded to next year; daily record of sickness and without pay leave taken during each month in year, total days sick leave, and number days sick

leave advanced to next year. Form AD-17A, Application for Leave - Field, made by employee to project mgr. Where stationed, date of request, amount and type of leave requested with inclusive dates, address of employee while on leave, signature of immediate superior recommending and signature of officer approving leave, date returned to duty, and previous absences during year in days and hours of each type of leave taken; also certification of employee when application made for sick leave of two days or less, or certificate of physician attending employee when application made for sick leave exceeding two days. Filed alphabetically by name of employee. (Frequently, official.) 5 x 8 cards and forms, 1 ft. 4 in., in 2 drawers of steel card cabinet. R. 611. (143)

1222. PROPERTY RECORDS, July 1936 to date. SCS Form 150, Property Record and Inventory Card. Name, class no., and description of article; name of vendor and reference no.; requisition or purchase order no., and date received; unit price of article, total cost, quantity ordered, received, and in warehouse or in CCC camps; quantity disposed of, date, and manner of disposal; also any pertinent remarks. Of nonexpendable property purchased by and issued to Project VA-3 Office. Filed numerically by class no. of article. (Frequently, official.) 5 x 8 cards, 1 ft. 6 in., in drawer of steel card cabinet. R . 611. (144)

1223. REPORTS AND MISCELLANEOUS RECORDS, July 1936 to date. SCS forms: 237, Weekly Employment Report, made to this office by camps and projects under its supervision. Name and no. of camp and/or project, type of report, appropriation symbol and official project no., period covered, type of work, number of relief and nonrelief workers employed, and total of both; 237, Weekly Employment Report, used also to report monthly man-hours utilized in carrying on work. Locality, symbol of appropriation from which expenditures made, inclusive dates of period covered, type of work, number of relief man-hours and nonrelief man-hours necessary to carry on work, and total of both; 177 (rev.), Monthly Injury Summary, submitted by camps to this office and forwarded to regional office. Location and no. of camp or project; inclusive dates of period, and for each type of accident number of lost-time injuries suffered by laborers, SCS field personnel, SCS-ECW field personnel, and office personnel; and number of fatal accidents suffered by same groups of employees; Form Appt. 10, List of Temporary Assistants Employed Outside of Washington, made by this office to regional office at monthly intervals. Name of each employee, title of position or occupation, statement of duties performed, yearly rate of compensation, date of employment, official station, number of days of service shown on this form and not previously reported, number of days or months of service previously rendered and reported, and total days or months of service rendered to date; Standard Form 4a (rev.), Changes in Civilian Personnel, submitted by this office to regional office. Name and location of office making report, date of report, nature of action taken, official station of employee, title, salary rate, and effective date of change for each person employed, transferred, separated, or retired; Form 2392, Report of Duplicating Work Performed, submitted by this office at monthly intervals to regional office. Whether by mimeograph, hectograph, or ditto machine; number of impressions produced; estimated cost of materials, such as stencils, ink, and carbon; grade, title, salary rate, percentage of total time worked spent on duplicating work, amount of salary chargeable to duplicat-

ing work, total cost of materials and labor, average cost of 1000 impressions, and type and cost of any duplicating equipment purchased; and unnumbered forms: a project pay roll report submitted at semimonthly intervals to jr. adm. asst. Locality, type of work, amount of pay roll for relief workers, amount of pay roll for nonrelief workers, and total for both; Weekly Employment Report for Demonstration Projects, made to regional office. Number of relief employees of each class paid from emergency relief funds, and number of other employees of each class paid from regular funds for employees both nonrelief and relief and others on demonstration projects under supervision of jr. adm. asst.; Semimonthly Pay Roll Report, made to jr. adm. asst. by CCC camps. Camp no., inclusive dates of period, timekeeper, and names of members of SCS personnel, number days worked, and total days worked; also receipts for checks mailed on form letters to employees. Name and address of person to whom check sent, no. and amount of check, inclusive dates of pay roll period, signed by person acknowledging receipt of check. Filed chronologically under title of form. (Frequently, official.) 9 x 12 folders, 1 ft. 2 in., in drawers of steel filing case. R. 611. (141)

1224. SALARY RECORD CARDS, July 1936 to date. Salaries paid to permanent and temporary employees engaged under authority of letters of authorization and on WPA rolls. SCS Form 106 (rev.), Individual Salary Card. Name, address, title or classification, post of duty, and rate of pay of each employee; dates of oath and appointment, and date entered on duty; letter of authorization no. under which engaged; time worked each day in each pay period, total hours worked each pay period, and total amount earned; amount of deductions for quarters and subsistence; net amount paid each period; initials of clerk posting record; date of separation if discharged or laid off; and recapitulations showing total time worked, total amount earned, total deductions, and total net salary. Filed alphabetically by name of employee. (Frequently, official.) 5 x 8 cards, 1 ft. 11 in., in 3 drawers of steel and 2 drawers of steel and wooden card cabinets. Rs. 611 and 613. (142, 148)

1225. PAY ROLLS, Aug. 1936 to date. Standard forms: 1013c, Pay Roll for Personal Services (Employees on Annual Salary Basis). Name and location of office submitting pay roll, name and designation of disbursing officer, inclusive dates of period covered; name, grade, designation, total yearly salary rate, gross amount earned during period, amount of deduction for retirement, net salary, amount paid, pertinent remarks affecting pay status of each permanent employee on annual salary basis, and total amount of pay roll, certified by official in charge, with recapitulation of described information on reverse side; 1074b, Pay Roll for Personal Services - Miscellaneous (Employees on Per Hour, Day, Week, Month, or Piecework Basis), for temporary non-WPA employees. Name and location of agency submitting pay roll, name and designation of disbursing officer, inclusive dates of period covered; name, title, rate of compensation, unit of employment (hour, day, week, month, or piecework), total units employed, gross amount earned not subject to retirement deductions, net amount paid, and pertinent remarks affecting pay status of employee, and signature of employee acknowledging receipt of check in payment for services; WPA forms: 503a (rev.), Pay Roll for Personal Services - Work Projects (Hourly Basis), for workers on WPA projects sponsored by SCS. Pay roll, official project, and work project nos.; type of work symbol, location of project, name and

location of sponsoring body, name and designation of disbursing officer, inclusive dates of period covered; name, sex, identification no. assigned by USES, occupational title, and wage class of worker; normal number of hours assigned for work per month, number hours during reported period, rate per hour, and total amount paid, signed by worker as receipt of check in payment for services; 502, Time Report for Personal Services - Work Projects (Semimonthly Basis). Pay roll no., official and work project nos., type of work symbol, project description and location, sponsoring agency, inclusive dates of period covered; name, sex, USES identification no., occupational title, and wage class of worker; number of hours worked each day during reported period, total hours worked, total normal hours assigned to work, rate per hour, and net amount paid. Filed chronologically. (Frequently, official.) 11½ x 17¾ and 14½ x 17¾ covers, 7 in., on wooden shelf. Dirty. R. 612. (136)

1226. REGIONAL DISTRIBUTION LEDGER SHEETS - VA-2 AND VA-3, Sept. 1936 to date. Standard Form 1016, DISTRIBUTION LEDGER, sheets sent to this office by the regional office for verifying records of distribution of expenditure according to purpose. Symbol number of each allotment; total previous expenditures from each allotment; date, reference no, amount, and purpose of each new expenditure; and total expenditures. Project Va-2 appropriations and allotments are different from those reported in entry 1213. Entered chronologically under appropriation or allotment no. (Occasionally, official.) 10½ x 16 loose sheets, 4 in., on wooden shelf and wooden table. Scattered and dusty. R. 612. (156)

1227. TRANSMITTAL RECORDS AND LETTERS TO VENDORS - VA-3, Sept. 1936 to date. Form SCS-112, Interoffice Transmittal, to accompany transmittals of vouchers, bills of lading, requisitions, purchase orders, and notices of misc. encumbrances to regional office. Date and no. of record, to whom transmitted, amount, project no. for which expenditure incurred, and name and title of official making transmittal; also copies of outgoing letters of jr. adm. asst. to vendors from whom agency made purchases relative to submission of invoices to agency, certification of vouchers, and matters connected with procuring supplies and equipment from private companies or individuals. Records filed chronologically under title; correspondence filed alphabetically by name of correspondent. (Sept. 1936 - June 30, 1938, occasionally; July 1, 1938 to date, frequently, official.) 9 x 12 folders, 2 ft. 2 in., in 2 drawers of steel filing cases. Rs. 614 and 612. (131, 153)

1228. PROJECT ENCUMBRANCE RECORDS, July 1, 1937 to date. For each expenditure: date, reference no., description, company or individual to whom expenditure made, purpose, amount, and page no. in regional office allotment ledger on which expenditure shown. One vol. contains records of Project VA-3 office; other those of Project VA-2 office before removed from Lynchburg. Entered chronologically under project no. (Frequently, official.) 8½ x 14 vols. (2), 2 in., on desk. R. 612. (135)

1229. PURCHASE ORDERS, REQUISITIONS, BILLS OF LADING, AND OTHER FISCAL RECORDS - VA-2, July 1937 to date. For description, see entry 1215. Filed numerically under type of record. (Frequently, official.) 9 x 12 folders, 1 ft. 4 in., in drawer of steel filing case. R. 612. (150)

1230. VOUCHERS AND TRANSMITTAL RECORDS - VA-2, July 1937 to date. Standard forms: 1034, Public Voucher for Purchases, and Services Other Than Personal. Date and place prepared, name and location of Govt. office making purchases or receiving services, name and address of payee, date and no. of contract under authority of which purchases made or services furnished, title of activity for which purchases or services necessary, terms of purchase; articles purchased or services furnished, with expenditure symbol, no. and date of purchase order, date of delivery, quantity of item purchased or extent of services rendered, unit price, and total; certification of account by payee; statement of differences or errors; certification of all phases of voucher by authorized Govt. official; and statement of method of advertising employed in obtaining bidders to furnish services or supplies; 1012, Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem, submitted by employees for reimbursement of expense incurred in official travel. Name of agency, appropriation title and no. on which voucher drawn; name, address, domicile, official hdqrs., and residence of payee; inclusive dates of period; letter of authorization no. and date under which travel performed; total amount of voucher; signature of payee indicating receipt of check with date of receipt and no. of check; also if on transportation request, itemized statement with expenses each day during period covered by voucher, date, transportation request no., points between which traveled, name of transportation company, and amount of ticket. Standard Form 1012 supported in many instances by invoices and statements from private company from which purchases made. SCS Form 112, Interoffice Transmittal, to accompany transmittals of vouchers, bills of lading, requisitions, purchase orders, notices of misc. encumbrances, and similar records to regional office. Date and no. of record, name of person to whom or company to which transmitted, amount, project no. for which expenditure incurred, and name and title of official making transmittal. Copies of outgoing letters of jr. adm. asst. to vendors from whom agency purchased relative to submission of invoices, certification of vouchers, and other matters connected with procuring supplies and equipment from private companies or individuals. Filed numerically under title of form. (Frequently, official.) 9 x 12 folders, 1 ft. 3 in., in 2 drawers of steel filing case. R. 612. (151)

1231. CURRENT VOUCHERS - VA-3, July 1, 1938 to date. Standard forms: 1034, Public Voucher for Purchases, and Services Other Than Personal. Date and place prepared, name and location of Govt. office making purchases or receiving services, name and address of payee, date and no. of contract under authority of which purchases made or services furnished, title of activity for which purchases or services necessary, terms of purchase; articles purchased or services furnished, with expenditure symbol, no. and date of purchase order, date of delivery, quantity of item purchased or extent of services rendered, unit price and total for each item; certified by payee; statement of differences or errors; certified by authorized Govt. official; statement of method of advertising employed to obtain bidders to furnish services or supplies; 1012, Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem, submitted by employees for reimbursement of expenses incurred in official travel. Agency, appropriation title and no. on which voucher drawn; name, address, domicile, official hdqrs., and residence of payee; inclusive dates of period covered; letter of authorization no. and date under which

travel performed; total amount of voucher; signature of payee indicating receipt of check with date of receipt and no. of check; also itemized statement of travel performed and expenses incurred for each day in period covered by voucher; in event travel performed on transportation request, date of travel, transportation request no., points between which traveled, name of transportation company, and amount of ticket. Standard Form 1012 supported in many instances by invoices and statements from private company from whom purchases made. Also register of vouchers. Voucher no., date, vendor, amount of voucher, and appropriation to which chargeable. Related to entry 1214. Filed numerically by disbursing office voucher no. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. R. 612. (132)

Agronomy Division
Project Agronomist

1232. GENERAL FILES OF THE PROJECT AGRONOMIST, July 1936 to date. Correspondence of project agronomist with members of regional office personnel, state coordinator, other SCS project officials, agronomists in CCC camps under supervision of project agronomist, and Extension Service and Va. Agricultural Experiment Station agronomists, relative to various phases of work; memorandums and circular letters of instruction from Washington and regional mgr. offices; and unnumbered reports made to project agronomist by camp agronomists: Agronomy Field Report, at weekly intervals. Period covered, name and title of person making report, and name of each cooperator in whose field agronomy work has been in progress, dates on which performed, field no. and acreage, type of work, and total number of acres on which work performed; Agronomy Miscellaneous Report, at weekly intervals. Period covered by report, name of agronomist making report, area covered, name of cooperator on whose land work done, dates of work, field no. on which work performed, type of work, kind and amount of seed used, other materials used, number of man-days of labor required, and cost of materials used; Lime Distribution Report, for each shipment of lime received. Company from which received, no. of railroad car, date received, shipper's weight, name of cooperator to whom lime delivered, date of delivery, number of loads delivered, number of tons delivered, and name of trucker making delivery; and Summary Seed Report, at monthly intervals. Amount of each kind of seed received, allotted, delivered, not allotted, and on hand at close of month; also form letter reports to agronomist from Va. Dept. of Agriculture and Immigration, Div. of Plant Industry, on germination tests of seeds furnished by Soil Conservation Service, showing kind of seed tested and facts disclosed by test. Camp agronomist sends reports to project agronomist, who sends similar reports to project mgr.; later forwarded to regional office. Filed by subject. (Frequently, official.) 9 x 12 folders, 1 ft. 4 in., in drawer of steel filing case. R. 713. (119)

Forestry Division
Project Forester

1233. GENERAL FILES OF THE PROJECT FORESTER, July 1936 to date. Correspondence of project forester with members of regional office personnel, with other Soil Conservation Service project officials, foresters in CCC camps under supervision of project forester, Extension Service forester,

and members of U. S. Dept. of Agr. Forest Service Experiment Station personnel relative to forestry problems; memorandums and circular letters of instruction and procedure from Washington and regional offices; reports submitted by camp foresters to project forester on forms: Va. F-11, Forest Fire Report. Location and no. of fire, owner of land on which fire occurred, probable cause of fire and time fire started, time seen and reported, time fire fighting started, time control gained, acreage burned and types of timber destroyed, estimated monetary damages, number of men engaged in fighting fire, person in charge of fire-fighting crew; and attached rough sketch of area in which fire occurred; W-5A, Forester's Daily Activity Report, submitted at monthly intervals. Type of activity or class of work, and number of hours spent on it in office and in field; W-5, Forester's Monthly Report. Number of work days spent on each work classification with percentage of total work days spent on each; F-201, Special Progress Report for Monthly Distribution Report. No. and location of camp, name and title of reporting officer, period covered; and amount performed during reported period, and amount performed to date of each type or class of work. Va-FI (rev. July 1, 1936), Progress Report, submitted at monthly intervals. Types of work, amounts previously reported, amounts performed during reported period, total performed to date; and work done by CCC and WPA workmen in camps and on SCS projects with amounts of various types of work performed; also data on and copies of project forester's annual narrative and statistical reports on locations and acreages of camps, topography and drainage, climate and soil types, industrial features, woodland descriptions, woodland organization, woodland practices, forest stand improvement, and woodland management, planting performed by each camp and project, forest stand improvement work done by each, and forest fire work, seed collection, and fertilizing done by each camp. Each staff member submits annual narrative and statistical report to project mgr. who summarizes and consolidates individual reports, and submits single report for project office as whole to regional office. Project foresters submit to project mgr. essentially same types of reports as submitted by camp foresters; reports of same project foresters later forwarded to regional office. Filed by subject. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 714. (120)

1234. MISCELLANEOUS FILES OF THE PROJECT FORESTER, July 1936 to date. Copies of forest and woodland management plans drawn up by project forester for farmers who have signed cooperative agreements. Name and address of cooperator, total farm area, permanent and reforested acreage, types of timber, and narrative work plans for each wooded plot on farm; copies of Land Use map of cooperator's farm; unnumbered form, Cropping Plan and Plan of Conservation Operations. Use of land before SCS program launched, projected or planned use of land after cooperative agreement signed, and narrative statements of work to be done on land during 5-year period; Form Va.-F-5, in statistical form. Planting program and planting record of reforestation for cooperator's farm; also copies of newspaper articles and talks designed to give publicity to various phases of forestry work on SCS; and data assembled by project forester relative to various phases of forestry work. Originals of Cropping Plan and Plan of Conservation Operations are attached to cooperators' agreements. Filed by subject. (Frequently, official.) 9 x 12 folders, 1 ft. 5 in., in drawer of steel filing case. R. 714. (121)

Soils Division
Project Soils Technician

1235. SOIL CONSERVATION MAPS, July 1, 1936 to date. Land Use maps of farms in Ivy Creek Demonstration Area and of farms of cooperators outside area. Outstanding topographic features of each farm, types of soil, kinds of crops raised with approximate acreage to each crop; owner, location of farm, total acreage, scale to which map drawn, employee making survey, and date of survey. Covered by index, entry 1236. Filed alphabetically by name of owner. (Frequently, official.) 9 x 12 folders, 8 in., in 2 drawers of steel filing case. R. 706. (122)

1236. CARD INDEX TO SOIL CONSERVATION MAPS, July 1936 to date. Owner of farm, farm no., acreage, location, date invitation for cooperative work received from owner, date farm surveyed, name of surveyor, and remarks relative to farm with special attention directed to outstanding topographic features, erosion conditions, and principal soil types found. Covers entry 1235. Filed alphabetically by name of owner. (Frequently, official.) 3 x 5 cards, 5 in., in pasteboard card index tray on desk. R. 706. (123)

1237. GENERAL FILES OF PROJECT SOILS TECHNICIAN, July 1936 to date. Correspondence of project soils technician with officials of regional office, state coordinator, other SCS project officials, soils technicians in CCC camps under supervision of project soils technician, and other members of SCS personnel, relative to erosion surveys, soil analyses, progress of work, submission of reports, and related matters; memorandums and circular letters from Washington and regional offices relative to problems of procedure; Conservation Survey Form 3 (rev.), Progress Report, weekly by soils technicians in CCC camps under supervision of project soils technician. Number of farms and total acreage surveyed and previously reported, total number of farms and total acreage surveyed to date, number of technical and nontechnical man-days required to complete work, number of technical and nontechnical man-days required to complete work to date, number of farms mapped ahead of conservation work, number of potential cooperators and acreages in their farms included in camp area; number of nonpotential cooperators and acreages in their farms in camp area; details of work performed, and names of farm owners whose farms were surveyed; unnumbered forms: Progress Report, weekly by project soils technician. Number of farms and number of acres surveyed for erosion, number previously reported, total number to date, total number of farms on which erosion survey incomplete, other details of work, and number of man-days required to perform work; Physical Progress Report, monthly by project soils technician to regional office. Number of acres completed during month and to date, number of acres partly surveyed but not completed, number of farms and acres under contract for erosion surveys but not surveyed, and number of man-days expended on work during period and to date; Monthly Distribution Report (Soils Division), of project soils technician to regional office. Number of acres surveyed; number of technical hours required to perform work, rate per hour, and total expended for technical hours on work; number of labor hours required to perform work, rate per hour, and total expended for labor hours on work; also for cars or trucks used, serial no., number of miles in operation during reported period, and cost of operation; and copies of articles and

talks by project soils technician to give publicity to his phase of SCS program. Filed by subject. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel desk. R. 706. (124)

Wildlife Division
Assistant Project Biologist

1238. OLD RECORDS OF THE PROJECT BIOLOGIST, July 1936 - June 30, 1937. Correspondence of asst. biologist with associate conservationist for Cooperative Wildlife Research and Demonstration of Bu. of Biological Survey in Blacksburg, Va., officials and staff members of Va. Wildlife Federation office also in Blacksburg, other SCS project officials, biologist in charge of wildlife work in camps and on projects under supervision of asst. biologist, state coordinator, and staff members of regional office relative to various phases and problems of the work; memorandums and circular letters of instruction from Washington and regional offices; reports to asst. biologist from camp biologist, on unnumbered forms: Untitled weekly report. Name and title of employee making report, inclusive dates covered by report, and statement of work performed each day; Monthly Planting Report of Wildlife Conservation Department, for each species of tree or plant. Name, number carried forward from previous month; number received; number collected locally, number received from other projects; total number on hand and received; number planted, number shipped, total number disposed of; and balance on hand at end of month; Monthly Progress Report, for each type of work. Amount of owrk previously reported, amount performed during reported period, and total performed to date. Asst. biologist summarizes the two monthly reports described above and submits summary to regional office. Wildlife conservation work of agency in charge of asst. biologist. See entry 1240. Filed by title of record. (Seldom, official.) 8 x 11¼ loose papers, 8 in., in drawer of steel filing case. R. 705. (126)

1239. COOPERATIVE AGREEMENT RECORDS, July 1936 to date. Duplicate in part of 5-year agreements between SCS and private landowners: SCS Form 551 (rev.), Cooperative Agreement (Agreement for Demonstrational and Experimental Work in Soil and Water Conservation); 551a, Amendment to Cooperative Agreement; Land Use map of cooperator's farm; and unnumbered forms: Cropping Plan and Plan of Conservation Developments; Wildlife Progress Report. Landowner, number of acres on which work being done, date work performed, number of acres in food plants and in cover plants, acreage seeded, acreage mulched, amount of fertilizer used, amount of fence constructed, other work done, and cost of operations; and Wildlife Materials Report. Owner of land on which work performed, date work performed, amounts of seed of various types used, amounts of other materials, and cost. See entry 1198. Filed alphabetically by name of cooperator. (Frequently, official.) 9 x 12 folders, 8 in., in drawer of steel filing case. R. 705. (125)

1240. GENERAL FILES OF PROJECT ASSISTANT BIOLOGIST, June 30, 1937 to date. Correspondence of asst. biologist, with biologists in camps under his supervision, staff members of regional office, state coordinator, and other project officials, associate conservationist for Cooperative Wildlife Research and Demonstration of Bu. of Biological Survey in Blacksburg, Va., officials and staff members of Va. Wildlife Federation office, and

Extension Service officials also in Blacksburg relative to various problems of wildlife conservation in relation to SCS wildlife program; memorandums and circular letters of instruction from Washington and regional offices; reports to regional office entered on unnumbered forms: Monthly Progress Report, for each type of work. Amount of work previously reported, amount performed during reported period, and total amount performed to date; and Monthly Planting Report of Wildlife Conservation Department, for each species of tree or plant handled during period. Name, number carried forward from previous month, number received, number collected locally, number received from other projects, total number on hand and received, number planted, number shipped, total number disposed of, and balance on hand at end of month; also copies of press releases and talks of asst. biologist to give publicity to wildlife portion of SCS program; and Form SCS-113, Travel Authorization, issued to asst. biologist by regional office. Employee, authorization no., place and date of issue, points between which travel to be performed, per diem reimbursement to be allowed, other conditions of travel, and date of termination of authorization. See entry 1238. Filed by type of record. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel desk. R. 705. (128)

1241. FOOD RECORDS, June 1938 to date. Form R2-60, Non-Productive Field Border Studies, with reference to manner in which field borders provide food and cover for wildlife. Project or camp no. and location, owner of farm, farm and field nos., crop raised in field, soil type, degree of erosion, slope of field, species of trees on border, estimated height of trees, distance from trees to edge of cultivated field, date measured, and name and title of person making measurements. Also graph showing increase in productivity of cover nearest field and decrease in productivity of cover as it leaves field. Filed chronologically by camp or project no. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. R. 705. (127)

Chief Clerk

The records listed under this official were removed from Harrisonburg to Charlottesville when the Charlottesville office was made an area office with supervision over Project VA-4 at Harrisonburg.

1242. NONEXPENDABLE PROPERTY RECORD CARDS, Aug. 1934 to date. Form SCS-150, Property Record and Inventory Card. Name and description of article; class no.; no. of warehouse bin in which stored; type of property; reference no. and name of each vendor from whom shipment received, or location of SCS office from which transferred; date of original purchase if transferred from another SCS office; receiving record, giving project no., no. of each requisition, date shipment received, purchase order no., vendor reference no. or no. of SCS office from which transferred, unit price, total cost, and quantity of article ordered, received, on hand, and in warehouse; and disposition record giving date of issue of articles, quantity issued, property receipt no., employee to whom issued, and quantity in warehouse after issue. These cards prepared when office established in Harrisonburg in Oct. 1937. Much property now charged to Project VA-4, was received by transfer from other SCS offices, and, in some instances, purchased before this office was established.

"Date of original purchase" refers to date on which article purchased or received by another SCS office. If purchased by this office, "date received" substituted for "date of original purchase." Filed alphabetically by name of article under class no. (Frequently, official.) 5 x 8 cards, 6 in., in drawer of steel card cabinet. R. 610. (200)

1243. LEAVE RECORDS, Mar. 1935 to date. Form AD-17A, Application for Leave - Field. Official station of employee; date of application; employee requesting leave; type and length of leave requested; inclusive dates of period for which requested; address of employee while on leave; signature of immediate superior and of authorized official approving application; date employee returned to duty; record in days and hours of previous absences of employee during year because of annual, sick and/or without pay leave, or furlough; and signature of clerk posting record; also certificate made by employee when application for sick leave of two days or less and certificate made by physician attending employee when application for sick leave exceeding two days; Dept. Form 50, Record of Annual Leave - Record of Absence - Sickness and Without Pay. Name of employee, and date first reported for duty with SCS; number of days accumulated annual leave forwarded from preceding year and available to employee in new year, number of days annual leave normally allowed employee in year, and total number of days annual leave available during year; tabulations indicating days in each month on which annual leave available during year; tabulations indicating days in each month on which annual leave taken, and total number of days annual leave taken during each month and during year, and number of days annual leave forwarded to ensuing year; also number of days accumulated sick leave forwarded from preceding year, number of excess days sick leave taken during preceding year; daily record of sick and/or without pay leave taken during each month in year with monthly totals; total number of days of sick and/or without pay leave taken during year; number of days sick leave available in ensuing year; and number of excess days sick leave taken during year. Filed alphabetically by name of employee. (Frequently, official.) 5 x 8 cards and forms, 1 ft. 1 in., in 2 drawers of steel card cabinet. R. 609. (203)

1244. PERSONNEL RECORDS - PERMANENT EMPLOYEES, Mar. 1935 to date. Forms: SCS-202, Personal Data Memorandum - Brief Form, prepared by applicant for position with SCS. Date prepared; name, address, and telephone no. of applicant; length of residence at present address, date and place of birth, age, legal voting address, sex, marital status, and race; physical condition of applicant; address and occupation of spouse, number and ages of dependents; name and address of person to be notified in case of illness; type of work for which applicant qualified, number of years in each; and educational record; signed by applicant; SCS-203, Personal Data Memorandum, containing same information as Form SCS-202, and in addition: title of position for which applying, salary, name of office, name and title of immediate superior, and date first employed if now in Fed. service; detailed record of military or naval service or of present employment, if not in Fed. service; civil service ratings and record of civil service examinations taken; name, address, place of employment, and relationship to applicant of each relative now in Fed. service; detailed educational record of applicant; record of publication of books, papers, or periodicals of which author; detailed record of previous em-

ployment in Fed. service, if any, showing for each period of service inclusive dates, name and location of office in which employed, title of position held and annual salary rate, name of superior, and reason for leaving service; detailed record of previous private employment showing for each employment, inclusive dates, name and address of employer, nature of business, name and title of immediate superior, title of position held, and salary; name, address, and occupation of each person responsible for character reference furnished by applicant; types of clerical work in which applicant trained and for which especially well qualified; technical fields in which specially trained, or experienced; and farm experience; SCS-204, Personnel Recommendation, prepared when change in status such as title or pay, or when transfer or departure from service imminent. Nature of recommendation, name, legal residence, place of birth, official title, official hdqrs., and salary rate of employee; date appointment resulting from recommendation effective; educational and previous employment records of employee; nature of original appointment; and other pertinent information; SCS-ECW 20, Appointment Form, mimeographed form letter containing notification of employment. Date appointment effective, official hdqrs. of appointee, title and salary rate of position to which appointed, and other pertinent information; Standard forms: No. 6 (rev.), Personal History Statement, prepared by appointee. Dept. or establishment in which employed; date form prepared; present address and legal residence, place and date of birth; citizenship status if foreign-born; sex, marital status, and race; number and ages of dependents domiciled with appointee; and for each Federal position formerly held by employee: branch of service, place, title, salary, date appointed, and date separated; name of each member of appointee's family domiciled with him and employed in Fed. service, with title of position, name of dept. or office in which employed, and relationship to appointee; title of any state or municipal office held by appointee at time appointed to present position, location of office, and date appointment expired; whether appointee wife of disabled veteran, or widow or orphan of person previously in military or naval service, appointee's relationship to veteran, name of veteran, organization in which he served, and last year of service; if appointee a veteran, military and naval record giving branch of service, date of each enlistment, date of discharge, rank in service, and organization in which he served; special qualifications of appointee; record of principal employment other than in Fed. service, giving name and address of each employer, position held by employee, character of his work, length of service, and educational record; name, post office address, and relationship to appointee of person to be notified in case of emergency; and certification of correctness; signed by applicant; and No. 8, Oath of Office, taken by employee before actually assuming duty. Dept. and office in which appointee to be employed, full name of appointee, printed oath to which employee swears before notary, record of notary public, title of position to which employee appointed, and date of entrance on duty; Forms: 2390, Finger Print Chart, prepared for appointee; and 2413, Medical Examination Certificate, giving information on physical characteristics and condition of appointee; copies of Form R2-19, Request to Regional Headquarters for Personnel Action, submitted to regional office, SCS, Spartanburg, S. C., before personnel action, such as appointment, promotion, transfer, separation, extended furlough or other action, considered official. Nature of action requested; appropriation which it would affect; name, date of birth, legal residence, title, salary, and

grade of person affected and date assigned to pay roll; date action effective; location of hdqrs.; statement showing whether allotment sufficient to take care of action; name and designation of previous incumbent to position; reasons for action; definite description of duties of position; statement showing whether travel expenses involved in action; last day employee actually worked, if action requests termination, resignation, or leave and furlough without pay; certificate no. from which appointed if approval of probationary appointment is requested; approval of request by state coordinator and by project mgr.; and approval by regional office; Form R2-3, Pay Roll Information, usually issued in regional office when information needed on resignation, separation, transfer, various types of leave, or other circumstance affecting pay status of employee. Name of employee; names of persons issuing request; nature of request; employment status of employee; name and location of office at which employed; title, grade, and annual salary; and pertinent remarks. Also correspondence of project mgr. and chief clerk, Project VA-4, SCS, Harrisonburg, Va., with officials in Washington, regional and state coordinator's offices, and individuals relative to phases of personnel management including appointment, change in status, transfer, leave, and furlough. These files contain personnel records of employees whose entrance on duty preceded establishment of office. Personnel files follow employees transferred. Filed alphabetically by name of employee. (Frequently, official.) 9 x 11¾ folders, 1 ft. 6 in., in drawer of steel filing case. R. 609. (212)

1245. SALARY RECORD CARDS - PERMANENT EMPLOYEES, Oct. 1935 to date. Form SCS 106, Individual Salary Card, record of salaries of permanent employees. Name, address, and post of duty of employee; dates of oath of office, appointment, and entrance on duty; title of position to which appointed, civil service classification and rate of pay; if promoted during year, title and civil service classification of position to which appointed, and new rate of pay; period covered by record on card; duty on each day in month, total number of days worked in month, total amount earned, and amounts of deductions if any for quarters, subsistence, or other expense, and net amount of salary paid; total number of days worked during six-months period; total amount earned, total amounts of deduction, if any, for quarters, subsistence, or other expense, total net amount paid employee during six-months period; and initials of employee posting record. Salary records for employees whose service with SCS antedates establishment of this office were transferred here. Card provides space for recording information for period of six months. Filed alphabetically by name of employee. (Frequently, official.) 5 x 8 cards, 7 in., in drawer of steel card cabinet. R. 612. (195)

1246. DAILY TIME RECORDS, Aug. 1937 to date. Form SCS-108, for temporary employees of SCS. Date form prepared; USES identification no. of each employee, his name, number hours worked on reported day, place employed; signature of foreman and of project clerk certifying to accuracy of record; and signature of employee posting record to employees' individual salary cards, with date posted. Records originating prior to Oct. 1, 1937 for night watchmen and other temporary employees at this building before administrative and technical staffs moved in. Filed chronologically. (Frequently, official.) 5½ x 8 covers, 2 ft., in 3 drawers of steel card cabinet. R. 612. (197)

1247. DAILY TIME SHEETS - TEMPORARY EMPLOYEES, Aug. 1937 to date. Time record of WPA employees on WPA Form 502, Time Report for Personal Services - Work Projects - Semimonthly Basis. Pay roll no.; page no.; official project and work project no.; type of work symbol; location of project by state, WPA dist. no., and county; description and definite location in county of project; sponsor; period covered by report; name of each employee, sex, USES identification no., occupation, wage class, number of hours worked each day in reported period, total hours for which payment made, rate per hour, and net amount paid; total hours worked by all employees shown on report; total paid; signature of timekeeper approving report for accuracy; and signature of project mgr. certifying to accuracy and correctness of report. Filed chronologically. (Occasionally, official.) 14½ x 17½ covers, 1 in., on steel shelf. R. 612. (206)

1248. PAY ROLLS, Aug. 16, 1937 to date. Standard forms: 1013, Pay Roll for Personal Services - Short Form (Employees on Annual Salary Basis), Memorandum Copy; 1074b, Pay Roll for Personal Services - Miscellaneous - (Employees on Per Hour, Day, Week, Month, or Piecework Basis); WPA Form 503a, Pay Roll for Personal Service - Work Projects - Hourly Basis; and Form SCS-130, Miscellaneous Encumbrance Record, supporting pay rolls for all employees except those on WPA projects. No. and address of project office; serial no. of msc. encumbrance record; no. and title of appropriation from which salaries to be paid; no. and title of allotment; individual or concern in whose favor encumbrance made; purpose and amount; amount of authorized encumbrance, date made, amount of encumbrance liquidated, and amount of unliquidated balance; also typed signature and title of official authorizing preparation of record; and Form A-5, Notice of Miscellaneous Encumbrance, attached to and supporting WPA pay rolls. All pay rolls sent by Harrisonburg office to regional office, Spartanburg, S. C., for examination and approval. After examining and approving pay rolls, regional office transmits those for regular employees to U. S. Treas. Disbursing Office, Atlanta, Ga., for payment, and those for employees paid from emergency relief appropriations to office of accountant in charge, U. S. Treas. State Accounts Office, Columbia, S. C., for payment. Filed chronologically. (Frequently, official.) 9 x 11¼ folders, 8 in., in drawer of steel filing case. R. 612. (205)

1249. SALARY RECORD CARDS - TEMPORARY EMPLOYEES, Sept. 1937 to date. Form SCS-106 (rev.), Individual Salary Card, used to record salaries of temporary employees. Name, address, and post of duty; date of appointment and of entrance on duty; title and rate of pay; inclusive dates of period recorded; official project and work project nos. or no. of letter of authorization under which employed; number hours worked each day in each pay period in month, total number hours worked in period, deductions, if any, for quarters, subsistence, or other expense, and net amount paid for period; total number hours worked by employee during six-months period, total amount earned, total deductions, if any, for quarters, subsistence, or other expense, and total net amount paid employee during six-months period; and initials of employee posting record. Filed alphabetically by name of employee. (Frequently, official.) 5 x 8 cards, 6 in., in 3 drawers of steel card cabinet. R. 612. (201)

1250. SOIL CONSERVATION SERVICE CORRESPONDENCE, Sept. 1937 to date. Of Chief Clerk, SCS, Harrisonburg, Va., with regional fiscal officer, SCS, Spartanburg, S. C., relative to advices of allotment (available funds), requests for travel authorization, and preparation of fiscal forms and reports; with regional procurement officer, SCS, Spartanburg, S. C., relative to procedure to be followed in securing needed supplies, equipment, and materials; with regional personnel officer, SCS, Spartanburg, S. C., relative to general matters of personnel management such as assignment, transfer, leave of absence, and separation; with regional business mgr., SCS, Spartanburg, S. C., relative to increases in allotments, preparation of labor and financial budgets, and statements of balances; with other regional office employees relative to misc. matters of official business; with chief clerks of other Va. project offices relative to fiscal, procurement, personnel, business management, and other matters; with procurement office, Dept. of Agr., Washington, D. C., relative to procurement of supplies; with state coordinator, SCS, Charlottesville, Va., relative to personnel management and budget estimates, and telegrams; also Form A-3, Treas. Dept., Advice of Allotment, sent to Harrisonburg office by regional office for allotments for WPA projects to be sponsored by this office. Advice no. and date; name and address of official to whom sent; purpose and amount of allotment; official no. of project for which made; project authorization advice no.; location, type of work, and appropriation symbol nos.; location of project; symbol and title of appropriation; and location of office of accountant in charge, U. S. Treas. State Accounts Office, to which expenditure documents to be submitted; signed by regional conservator; Form A-3a, Advice of Change in Allotment, sent to Harrisonburg office by regional office to advise of change in allotments for WPA projects under its sponsorship. No. and date of advice; name and address of official to whom sent; no. and date of original advice; symbol no. and title of appropriation, amount of increase or decrease in allotment; official no. of project; original project authorization advice no.; location, type of work, and appropriation symbol nos.; and address of accountant in charge, U. S. Treas. State Accounts Office, to whom copy of advice of change also sent; signed by regional office employee issuing advice; and Advice of Change in Reallotment and Authority, sent to Harrisonburg office by regional office to advise of changes in allotments for carrying on regular work of office. Name and address of official to whom sent; no. of project office; advice no.; date transmitted; symbol and title of allotment in which change occurred; financial symbol no. of office; amount of increase or decrease in allotment; and reason for change; signed by regional fiscal agent. Filed by subject under name of SCS office. (Frequently, official.) 9 x 11¾ folders, 1 ft., in drawer of steel filing case. R. 609. (210)

1251. VOUCHER REGISTER CARDS, Oct. 1, 1937 to date. Form SCS-116, Project or District Voucher Report Card, recapitulation of information shown on vouchers for purchases from vendors. Name and address of vendor; no. of each voucher prepared to cover purchase; amount of voucher; no. of purchase order; date voucher prepared; date voucher transmitted to regional office, SCS, Spartanburg, S. C.; and remarks. Only one vendor shown on form, with space provided for recapitulations of information on twenty vouchers for purchases from vendor. These cards constitute index to entry 1261, though retained primarily for another purpose. Filed alphabetically by name of vendor. (Frequently, official.) 5 x 8 cards, 6 in., in drawer of steel card cabinet. R. 612. (199)

1252. DISTRIBUTION LEDGER, Oct. 1937 - June 1938. Standard Form 1016-B, Distribution Ledger, sent to SCS, Harrisonburg, Va., from regional office, SCS, Spartanburg, S. C., recording distribution of obligations and expenditures from allotments. Symbol and title of allotment; no. and location of project office; general title and symbol of activity for which expenditures made; date and reference no. of each voucher or other expenditure document, amounts of voucher chargeable to each specific div. of general activity, and total amount of voucher; also record of cumulative totals of expenditures. Records relating to particular appropriation clipped together; no tabs on sheets to indicate various appropriations; sheets not fastened securely in loose-leaf book. Arranged chronologically under symbol no. of appropriation. (Rarely, official.) 11 x 16½ loose-leaf book, 1 in., in drawer of steel desk. R. 612. (204)

1253. ALLOTMENT LEDGER, Oct. 1937 to date. Standard Form 1015A, sent to SCS, Harrisonburg, Va., semimonthly by regional office, SCS, Spartanburg S. C., recording all requisitions, purchase orders, vouchers, msc. encumbrance forms, bills of lading, transportation requests and subsequent disbursements therefor, increases and decreases in allotment. Symbol and title of allotment; no. and location of project office for which ledger kept; financial no. of project; unencumbered balance of allotment before each encumbrance; date of preparation of document, such as requisition, purchase order, or voucher used to encumber funds; reference or serial no. of document; description of encumbrance, with name of payee and items purchased, or purpose of encumbrance; amount of audited voucher prepared to secure payment of encumbrance, amount of voucher approved for payment by regional office voucher examiners; amount of liquidated encumbrance, amount of encumbrance as shown on voucher after preparation by Harrisonburg office and prior to examination in regional office; amount of authorized encumbrance, amount of encumbrance as shown on original requisition, purchase order, or other encumbrance document; and unencumbered balance of allotment; also unencumbered balance of allotment before each increase or decrease, date and amount of increase or decrease, unencumbered balance of allotment after increase or decrease. Tabs, on which symbols of appropriations recorded, indicate location in vol. of records for various appropriations. Arranged chronologically under symbol of allotment. (Frequently, official.) 11 x 16½ loose-leaf book, 2 in., in drawer of steel desk. R. 612. (209)

1254. CONTRACTS, Oct. 1937 to date. Standard forms: 1036 (rev.), Statement and Certificate of Award; 33 (rev.), Invitation, Bid, and Acceptance (Short Form Contract); 36, Standard Government Form of Continuation Schedule for Standard Form 31 or 33 (Supplies); 40, Contract for Telephone Services - The United States of America; and Form SCS-146, Abstract of Proposals, recapitulation of information contained on bids from private vendors and concerns. Date and place proposals or bids received; name and location of Govt. office requesting proposals; item no., quantity and name and description of article or service on which proposals submitted; name and address of each bidder, his bid no., point, if any, to which he will pay freight charge, discount he will allow Govt., acceptance period, date articles will be delivered or services rendered, and his price on each article or service; accuracy of abstract certified to by project mgr.; names of persons and/or concerns (in addition to those shown on abstract) to which invitations for proposals sent; and, if neces-

sary, reasons for recommending acceptance of other than lowest bid; also correspondence of project mgr. and chief clerk of Project VA-4, SCS, Harrisonburg, Va., with regional office, Spartanburg, S. C., and with vendors relative to phases of contracts and procurement procedure. Filed by subject. (Frequently, official.) 9 x 11¼ folders, 6 in., in drawer of steel filing case. R. 610. (202)

1255. ENCUMBRANCE REGISTER, Oct. 1937 to date. Symbol of appropriation from which encumbrances made; reference no. of each encumbrance, date, and description with name of payee and articles purchased, or purpose of encumbrance; amount of encumbrance, and page or sheet no. in allotment ledger on which record may be found. Symbols of appropriations on tabs fastened to sheets of vol. Arranged chronologically under symbol of appropriation. (Frequently, official.) 8½ x 14 vol., 1 in., in drawer of steel desk. R. 612. (207)

1256. MISCELLANEOUS CORRESPONDENCE AND RECORDS, Oct. 1937 to date. Correspondence of project mgr. and chief clerk, SCS, Harrisonburg, Va., with vendors from whom agency purchased supplies and equipment, relative to correct preparation, certification, and submission and payment of invoices for purchases by Govt.; correspondence with vendors requesting catalogues and quotations of prices relative to proposals and proper manner of preparing and submitting quotations and proposals; correspondence of chief clerk with WPA area assignment officers relative to assignment and reclassification of WPA workers on projects sponsored by SCS and to transfer and separation of WPA workers from SCS projects, and other correspondence; also WPA forms: LM-54, Mass Reclassification Sheet, sent this office by area assignment officers for WPA workers on SCS projects. Location of project on which reclassified workers employed; effective date of reclassification; official project and work project nos.; name of each worker reclassified, his USES identification no., old and new classification titles, new rate of pay per hour, number of hours to be worked per month, and new wage rate per month; signed by WPA assignment officer issuing form; 401, Requisition for Workers; 403, Notice of Termination of Employment; and 402, Notice to Report for Work on Project. Filed alphabetically. (Frequently, official.) 9 x 11¾ folders, 8 in., in drawer of steel filing case. R. 609. (208)

1257. MISCELLANEOUS CARD RECORDS, Oct. 1937 to date. Of travel authorizations, travel identifications, and books composed of Govt. certificates of exemption from tax on gas and oil. Travel authorization record shows name of employee, official headquarters, whether employment permanent or temporary, no. of authorization, date issued, points between which travel authorized, method by which performed, and per diem allowed; travel identification record shows name of employee, no. of identification, date issued, and date returned; and record of book of Govt. tax exemption certificates shows name of employee, book no., date issued, inclusive nos. of tax-exemption certificates in book when book issued to employee, no. of each certificate turned over by employee to concern from which purchase made, date purchase made, name of concern, whether tax covered by certificate is state or Federal, amount of exemption, and no. of purchase order issued to cover purchase. Employee's travel identification serves as credit card. On receipt of gas and/or oil he signs a delivery ticket, and issues tax-exemption certificate to

vendor who is later paid through purchase order. See entry 1261. Filed alphabetically by name of employee. (Occasionally, official.) 5 x 8 cards, 2 in., in drawer of steel card cabinet. R. 612. (198)

1258. MISCELLANEOUS PROCUREMENT RECORDS, Oct. 1937 to date. Copies of forms: AD-14 (rev. Jan. 1935), Request for Supplies, Equipment, or Service, submitted by SCS, Harrisonburg, Va., to regional office, SCS, Spartanburg, S. C., and by it, if necessary, to Central Supply Section of Dept. of Agr., Washington, D. C. Name of establishment under Dept. of Agr. in which request originated; name and address of official to whom supplies to be delivered or for whom services to be rendered; appropriation to which to be charged with cost of request; no. of project office; typed signature and title of local official preparing request and certifying to need of requested supplies or services; item and stock nos. of each item requested, description, quantity desired, and unit quantity; also unit price and total cost of each item if to be purchased from contractor; name and address of contractor, contract no., period of time in which delivery to be made, and discounts allowed; delivery point; signature of local procurement officer acknowledging receipt of request; and no. and date of requisition; SCS-37 (rev.), Request for Publications, submitted by Harrisonburg office to regional office and by it, if necessary, to Section of Information, SCS, Washington, D. C. No. and title of appropriation to be charged with cost of requested publications; no. of project; name, title, and address of official to whom requested publications to be sent; signature of project mgr. certifying to need of publications; signature and title of official in regional office authorized to approve request; series and numerical designations of each publication requested; title of publication and name of author, quantity requested, date request sent by Harrisonburg office, date publication ordered by regional office, and date received by this office; if purchased from private vendor, price and date of purchase, and no. of request; signed by local procurement officer with date indicating publications received. SCS-112, Interoffice Transmittal, accompanying requisitions, purchase orders, encumbrance notices, vouchers, pay rolls, and requests for travel authorizations to regional office. Location of office preparing transmittal form; name and title of official to whom sent; type of record transmitted, date prepared, serial no., why prepared, and expenditure (if any) covered by record; no. of project office at which issued, date of issue, and typed signature and title of employee issuing transmittal form. If record of transmittal on mimeographed form letter, information essentially same as on Form SCS-112; SCS-142 (rev.), Report of Survey, to report to regional office property lost, stolen, damaged, destroyed, worn-out, or sold while charged to this project. Serial no. of report; date prepared; name and location of office to which property charged; quantity, name and description, no. of purchase order by which procured, and estimated value at time each item disposed of; names, titles, and signatures of three employees of Harrisonburg office appointed as Board of Survey; statement of findings of Board with reference to proposed manner of disposition of property reported on form; signed by project mgr. indicating his concurrence with findings of Board; signed by regional property officer, with date, indicating approval of proposed manner of disposition of property or, if lost, stolen, damaged beyond repair, or accidentally destroyed, indicating that responsible official relieved of liability for property; if disposed of by public sale, gross proceeds of sale, expenses of sale, and net proceeds; signed

by project mgr.; also signed by regional fiscal agent indicating receipt by his office of proceeds from sale; and initialed by project property officer indicating that property dropped from records; also transmittal sheets for Report of Survey; SCS-140, Memorandum Receipt - Nonexpendable Property, sent regional office, SCS, Spartanburg, S. C., on receipt of nonexpendable property by this office. Serial no. of receipt; date prepared; location and no. of project office to which cost of property chargeable; class no., quantity, requisition and/or purchase order no. or nos., name and description, total cost, and vendor from whom procured, for each item of nonexpendable property received; signed by project mgr. acknowledging receipt of property; also copies of transmittal letters accompanying Memorandum Receipt to regional office; Standard Form 1058a, Government Bill of Lading - Memorandum Copy, for shipments of freight received or shipped by Harrisonburg office; also notices of arrival and/or freight bills from carrier of shipments for shipments received by this office; also copies of transmittal letters for bills of lading; Form ADM. /Administration/ - 85, Advice of Adjustment, prepared in Harrisonburg office when disbursements correctly chargeable to another project office made from allotments of this office, or sent Harrisonburg office by other project offices when disbursements correctly chargeable to this office made from allotments of other project offices. Advice no.; date prepared; no. of voucher or other encumbrance document prepared as record of disbursement, explanation of reason for preparing advice, giving purpose of disbursement, appropriation correctly chargeable, and name of payee; no. of project to be charged with disbursement and amount; no. of project to be credited and amount; signed by employee preparing advice, and by project mgr. of other project office approving adjustment; also transmittal forms for advices; copies of Form R-2-21, Surplus Property (Available for Transfer). Serial no. of list; agency to which property belongs; no. of project on which property no longer needed; quantity of each item, name and description, and serial no. of procurement document by which property secured; date list prepared; address of project office at which prepared; and title of employee preparing form; and unnumbered forms: Requisition Ledger. Date and no. of each requisition, regional office no. and (if necessary) Washington office no. of requisition, brief description of articles or services requested, amount of requisition, Washington office no. of purchase order by which procured, appropriation to which to be charged, and no. and amount of voucher prepared to secure payment for purchases; and Encumbrance Register. No. of each purchase order prepared, date, purpose of encumbrance or vendor to whom order submitted, amount of encumbrance, and no. and amount of voucher prepared to secure payment of encumbrance. Form R-2-21 prepared in triplicate in Harrisonburg office; original sent to regional office and copy to state coordinator, SCS, Charlottesville, Va., if SCS owns property, or to asst. state administrator, CCC, if property belongs to CCC; and copy retained. Filed by subject. (Frequently, official.) 9 x 11½ folders, 1 ft. 5 in., in drawer of steel filing case. R. 610. (211)

1259. OTHER PERSONNEL RECORDS, Oct. 1937 to date. Forms: SCS-210, Notice of Employment, sent each prospective employee. Date issued; no. of letter of authorization; name, address, age, sex, and occupation of person to whom sent; date and hour person to report for work; rate of pay; no. and location of project on which employed; signed by employee and project mgr.; 1559b, Notice of Termination of Employment Under Letter

of Authorization. Date prepared; name, designation, and salary of person to whom sent; last date of service; and total hours of service; SCS-202, Personal Data Memorandum - Brief Form. Date prepared; name and address of employee and length of residence at present address, date and place of birth, voting address, age, sex, marital status, race, personal characteristics, and health record; name, address, and telephone no. of person to be notified in case of accident; kinds of work for which person fitted and number years in each; educational record; and signature of employee; SCS-203, Personal Data Memorandum. Date prepared; name and address of employee and length of residence at present address, date and place of birth, age, manner of naturalization if applicable, length of residence in Dist. of Columbia, if applicable, sex, marital status, race, personal characteristics; address, occupation, and salary of spouse if applicable; physical defects and present state of health of applicant; recent serious illnesses suffered by employee; title of position, salary, dept. and div., name and title of immediate superior, and date first employed if in Govt. service at present; military and naval records; if not in Fed. service, name and address of present employer, name of superior, salary, duties, and date first employed; lowest salary willing to accept; opinion of person regarding temporary appointment; date person able to report for duty; title and date of each civil service examination taken and grade made; legal residence; other commercial or govt. departmental connections; name, home address, bureau and dept. in which employed, and relationship of each relative in Govt. service; educational record; complete history of employment other than Fed.; names, addresses, and occupations of three persons who may be referred to for recommendation of character; types of clerical work in which experienced; results of stenographic and typist examinations taken by person; special training and/or experience of person in agricultural field; name, address, and relationship of person to be notified in case of illness or death; signature of person; and names of his interviewers; copies of R2-19, Request to Regional Headquarters for Personnel Action, when transfer, promotion, separation, or other change in status contemplated for employee. Date of request; nature of action requested; appropriation from which paid; name, legal residence, title, salary, grade, pay roll assignment, date of birth, effective date of employment, and headquarters of employee; name and designation of previous incumbent if person to be appointed to new position; reasons for action; description of duties; amount of travel expenses involved if any; last date of employment, if request for termination, resignation, or leave; if probationary appointee, no. of certificate from which appointed; signed by state coordinator and project mgr. approving request; Standard Form 6, Personal History Statement, prepared by appointee. Dept. or establishment; date prepared; name, present and voting addresses; place and date of birth; if foreign-born, citizenship status; sex, marital status, race, and number and ages of dependents; complete record, excluding military or naval, with Govt.; name, place and dept. in which employed, and relationship of each member of family in U. S. Govt. service; title, location, and expiration date of any state or municipal position held by appointee; military and naval record; special qualifications; statement of principal employment other than with U. S. Govt.; educational record; name, post office address, and relationship to appointee of person to be notified in case of emergency; signature of appointee certifying to correctness of information; SCS-501, Monthly Time Sheet, submitted to regional office for technicians. Name and title of technician; period covered by time sheet;

hdqrs.; code no. for each activity in which technician engaged during period, hours worked each day on each activity, total number of hours worked each day in office and total number in field, total number hours worked during month on each activity, grand total number hours worked during month, total hours worked in office during month, and total hours worked in field; and unnumbered forms: Service Certificate, submitted semimonthly for permanent employees to regional office, SCS, Spartanburg, S. C. Place and date form prepared; no. of project office at which prepared; period covered; signature of project mgr. certifying that employees whose names shown on form were on full duty status during period; names of employees on full duty status; and record of length and type of allowable leave taken by any employee during period; Employee Activity Report, submitted monthly to regional office for administrative and technical employees. No. and location of project office; period covered; name and title of employee, type of work on which engaged on each day in month, miles traveled each day, per diem allowance for travel, and hours overtime worked; total miles traveled during month, total per diem allowance for month, and total hours overtime worked during month; signed by employee submitting report. Also compensation files for all types of employee: Form WP-10, no title, for injured WPA employees. Name and subdivision of agency at which WPA worker employed at time of injury; date of injury; name of employee; symbol and title of appropriation from which paid; type of work performed; type of pay roll on which employee's services reported; amount of sick or annual leave accrued; administrative status; date form prepared; and typed name and title of reporting officer; CA forms: 1 (rev.), Employee's Notice of Injury and Original Claim for Compensation and Medical Treatment; 2 (rev.), Official Superior's Report of Injury; 3 (rev. June 3, 1925), Report of Termination of Total or Partial Disability; 8 (rev.), Claim for Continuance of Compensation on Account of Disability; 16, Request for Treatment of Injury Under the United States Employees Compensation Act; Special Form CA 16, Request for Treatment of Injured Employee of Works Progress Administration; S-69, Public Voucher for Services and Supplies of Hospitals and Physicians, U. S. Employees Compensation Commission; Standard Form 26, Driver's Report - Accident - Motor Transportation; Standard Form 27, Investigating Officer's Report - Accident - Motor Transportation; and sworn statements from witnesses of motor accidents involving Govt.-owned vehicles, and statements from drivers of vehicles; personnel records for WPA employees, WPA forms: 402, Notice to Report for Work on Project; 403, Notice of Termination of Employment; 404, Reclassification Slip; and SCS-202, Personal Data Memorandum; and correspondence of project mgr. and chief clerk relative to assignment of persons under letters of authorization. Filed alphabetically. (Frequently, official.) 9 x 11¾ folders, 1 ft. 1 in., in drawer of steel filing case. R. 612. (214)

1260. REPORTS, Oct. 1937 to date. Reconcilement statements, no form number or title, submitted semimonthly by SCS, Harrisonburg, Va., to regional office, SCS, Spartanburg, S. C. No and location of project office from which statement submitted; date prepared; symbol of appropriation or allotment to which relative; unencumbered balance of allotment as shown on last allotment ledger statement sent this office from regional office; date, serial no. of encumbrance document, payee or purpose of each expenditure made or obligation incurred since last statement of balance, and amount of expenditure or encumbrance; total expenditure and/or encumbrance

since last allotment ledger statement; unencumbered balance of allotment on date of reconcilement statement; and typed signature of employee verifying statement; SCS-237, no title, used: (1) to make weekly employment report of relief and nonrelief to regional office. Type of report, no. and location of project office from which submitted, symbol of appropriation from which pay roll obligations liquidated, official no. of project, period covered by report, state and county in which project operated; div. of SCS under which operated; total no. respectively of relief and nonrelief employees, and grand total of all employees on project during reported period; (2) to make a semimonthly pay roll report of relief and nonrelief employees to the regional office; and (3) for making monthly man-hour report of relief and nonrelief employees to regional office; copies of SCS-177 (rev. 10-1-36), Monthly Injury Summary, submitted by local office to regional office. State and region in which office located; no. of project office; inclusive dates of period covered; number of injuries respectively to laborers, members of SCS field personnel, SCS-Emergency Conservation Work field personnel, and office personnel, and total number of injuries to each class of personnel causing loss of time during period; number of fatal accidents of each type, and total number of fatal accidents of all types to each class of personnel, and total man-hours worked during period by each class of personnel, with grand total man-hours worked; number of property damage accidents during period involving SCS automotive equipment, outside persons, and other SCS equipment; remarks; and title of employee preparing report; copies of R2-15, Narrative Report of Accident, submitted to regional office with Form SCS-177. No. and location of project office from which submitted, date submitted, and date and hour of accident, place accident occurred, name and grade of employee injured; type of work performed at time of accident, kind and cause of accident, date lost time began, if any, date employee returned to duty, and description of accident, with cause, extent of personal injury, disposition of injured person, and suggestions for future preventive measures; signed by employee making report; unnumbered form, List of Temporary and Probational Appointments Recommended Under Public #441 on WAE /When Actually Employed/ Basis, submitted monthly to regional office. Date of report; no. and location of project office from which submitted, inclusive dates of period covered, name of each temporary or probationary appointee employed during period on WAE basis, original date of entrance on duty, title of position, whether appointment temporary or probational, number of hours employed in current period, number previously reported, and total number of hours employed to date; typed signature of employee preparing report; and unnumbered copies of budget analysis report made monthly to regional office. Date submitted, official submitting report, no. and location of project office from which submitted, serial no. of report, period covered, symbol no. of each appropriation from which encumbrances of project liquidated, cumulative amounts for current fiscal year of appropriation transferable from personal service account to accounts set aside for repair and construction of structures and for repair and construction of equipment, total amount of appropriation transferable, and typed signature, with title of employee preparing report; Form R2-62, Report of Duplicating Work of a Permanent Nature of Widespread Interest, submitted to regional office monthly. No. and location of project office from which submitted, period covered, title of each job of duplicating work performed, whether by mimeograph, ditto, hectograph, or other means; number of pages in job, number of copies made,

whether distribution general or only to staff, and typed signature, with title, of official preparing report; Form 2392, Report of Duplicating Work Performed, submitted monthly to regional office. No. of project from which submitted and its location by region, period covered, numbers of impressions produced by mimeograph, ditto, hectograph, and other duplicating machines, total estimated costs of materials used to duplicate work by mimeographe, ditto, hectograph, and other means; civil service grade, title, salary earned during period, and percentage of total time spent by each employee on duplicating work during period, portion of monthly salary of each chargeable to duplicating work, total amount of salaries chargeable to duplicating work, total costs of labor and materials for duplicating work, average cost of producing one thousand impressions, and description and cost (or value) of each item of duplicating equipment acquired during period, with total cost (or value) of all items of duplicating equipment acquired during period; signed by employee preparing report; SCS-501, Monthly Time Sheet, used as summary sheet for individual time reports, submitted by each technician. Period covered, location of project office from which submitted, code no. for each activity in which technicians engaged during period, total number of man-hours worked by all technicians on each activity, and total number of hours worked by all technicians on all activities, total hours worked in office, and total hours worked in field during period; copies of R2-78, Indefinite WAE /When Actually Employed/ Employees - Hours Worked - Leaves Requested - Semi-monthly Report, submitted to regional office. Location of office from which report submitted, period covered, name of each WAE employee, number of hours worked and number of hours leave taken on each day in reported period, title of employee preparing report, and date prepared; transmittal letters accompanying copies of allotment ledger sheets sent this office by regional office; and transmittal letters which accompanied originals of described reports to regional office. WAE employees usually have civil service ratings, but paid on hourly rather than on annual basis. Filed by title of report. (Frequently, official.) 9 x 11¾ folders, 8 in., in drawer of steel filing case. R. 612. (213)

1261. VOUCHERS AND PURCHASE ORDERS, Oct. 1937 to date. Standard forms: 1034a, Public Voucher for Purchases, and Services Other Than Personal. Date and place prepared, name and location of Govt. office making purchases or receiving services, name and address of payee, date and no. of contract under authority of which purchases made or services furnished, with expenditure symbol, no. and date of purchase order, date of delivery, quantity of item purchased or extent of services rendered, unit price, and total for each item; certified by authorized Govt. official, statement of method of advertising to obtain bidders to furnish services or supplies; 1012a, Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem, submitted by employee for reimbursement of expenses incurred in official travel. Agency to which voucher submitted, appropriation title and no. on which voucher drawn; name, address, and official hdqrs. of payee; inclusive dates of period covered; no. and date of letter of authorization under which travel performed; total amount of voucher; signature of payee indicating receipt and no. of check; also itemized statement of travel performed and expenses incurred for each day in period covered by voucher; in event travel performed on transportation request, date of travel, no. of request, points between which traveled, transportation company, and amount of ticket shown. Forms: SCS-111a,

Purchase Order, filled out in local office if purchase made locally, or sent here from regional office, Spartanburg, S. C., if purchase made by that agency. No. of project office making purchase or for which purchase made; if made from WPA funds, work project no. and type of work symbol; serial nos. of purchase order and of requisition; title and symbol of appropriation to which cost chargeable; vendor to whom submitted; name and address of office to which purchases to be delivered; shipping instructions; item no. of each article ordered, name and description, quantity ordered, unit of measurement, unit price, and total price; total amount of entire order; whether purchased in open market or under Govt. contract; date and place order prepared, and signature and title of official authorizing preparation; attached are certified invoices from vendors from whom purchase made; ADM /Administration/ 96, Shipments Received, prepared by storekeeper of project warehouse at which shipment received. No. of project office at which received; date received; carrier from which received; bill of lading no.; serial nos. of purchase order and requisition; full description of each item in shipment, condition upon receipt, quantity received; and manner of delivery of shipment; signed by storekeeper; ADM 95, Statement of United States Government Toll Service, prepared by local telephone company and attached to vouchers covering toll services. Telephone company preparing statement; inclusive dates of period covered by statement; name and location of Govt. agency to which toll services rendered; telephone no. of agency; date each toll call made, place called, length of call, and charge for call; and total charges for all calls made during period; AD /Agriculture Department/ 102, Toll Call Certificate, record kept in local office of each toll call costing more than fifty cents. Dept. and service from which call made; name of employee making call; name and address of person or office called; place of origin of call; date and length of call; total charge; whether person to person or station to station call; signature with title of employee making call certifying that it was on official business; and signature, with date and title, of official approving record of call; ADM. 82, Statement of Repairs to Motor-Propelled Passenger-Carrying Vehicles, attached to vouchers for repairs to automobiles, trucks, and station wagons. Make of vehicle repaired, model and year, license no., and estimated retail price; previous repair record showing for each repair purchase order no. and company furnishing parts and/or making repairs; disbursing office voucher no., date voucher paid and name of disbursing office; cost of parts and/or repairs; name of each part taken from Govt. stock, purchase order no. by which procured, disbursing office voucher no., date voucher paid, and name of disbursing office; total cost of parts taken from Govt. stock; total cost to date of repairs made to vehicle in Govt. shop; and total cost to date of repairs not including amount shown on current voucher; SCS 651, Administrative Audit Difference Statement, sent local office from regional office as record of differences in amounts of vouchers as submitted from local office and as approved for payment by regional office voucher examiners, or record of other errors made in preparation of vouchers. Place and date of preparation of voucher; name and location of office to which submitted; payee, no. of voucher, date prepared, amount of voucher as submitted from office in which prepared, amount of voucher as approved for payment by regional office voucher examiners, amount of difference in voucher as originally submitted from local office and as approved for payment in regional office, and statement setting forth reason for difference; and signature with title of regional office employee authorizing

preparation of difference statement; R [Request] 2-47, Request for Travel Authorization, submitted from local office to regional office. Date of request; name and title of employee for whom request made, post of duty, points to which travel necessary, justification of mode of travel if by other than common carrier or Govt.-owned automobile, effective and expiration dates of authorization, amount of per diem requested, allowance if any for mileage, title and no. of appropriation to be charged with expense of travel, work project no., financial project no., and estimated total amount of expenses including transportation requests; title and address of official requesting authorization, if expenses of travel to be charged to office other than one from which request submitted, and signature of authorized official of office to which charge to be made indicating his approval; SCS-113, Travel Authorization, issued by regional office on approval of request for travel authorization. Name and official station of employee to whom issued, serial no. of authorization, place and date of issue, manner of travel and points between which travel to be performed, rates of per diem allowed, mileage rate if any allowed, printed conditions to which travel subject, appropriation to which expenses incurred in travel to be charged, termination date of authorization, limitation amount of expenses, and stamped signature and title of regional office official issuing order; copies of mimeographed form letter sent with Form AD [Agricultural Department] - 102, to regional office at end of each month, showing location of office at which prepared; date prepared; date of each Form Ad-102 prepared to record toll call, employee making call, person and place called, amount of charge for call; and total amount of charges for all toll calls shown on attached Forms Ad-102. Covered by index, entry 1251. See entry 1257. Filed chronologically. (Frequently, official.) 9 x 11½ folders, 2 ft., in 2 drawers of steel filing case. R. 612. (196)

DANVILLE

SOIL CONSERVATION DEMONSTRATION PROJECT VA-1
440½ Main Street

This office was established in July 1935 as headquarters of the Sandy River Demonstration Project. On July 1, 1936, the Banister River and the Sandy River Demonstration projects were combined as Project VA-1 with headquarters at Danville. A suboffice was maintained at Chatham to complete field operations on the original Banister River Project. After a regional organization of the Service was effected in 1935, the office of state coordinator was created within the state with Blacksburg designated as state headquarters, but Danville remained the state coordinator's headquarters until July 1936. After July 1936, the Danville office continued as the administrative headquarters of Project VA-1 under the direct supervision of a project manager. The Project manager was chief administrative officer of the project and chief technical administrative officer of such SCS-CCC camps as were assigned to the project. On March 1,

1939, the Danville office became one of two area offices in the state. As such, it is the administrative headquarters of the service in the southern area of the state and directs Soil Conservation Service operations on demonstration projects in SCS-CCC camp work areas and in work units which are cooperating with Soil Conservation districts organized under the Virginia Soil Conservation Districts Law (Senate Bill No. 38) enacted in June 1938. It still has custody of all records of the Banister River Demonstration Project, the Sandy River Demonstration Project, the combined project, and of SCS-CCC camps which have been or are at present under its technical administrative supervision. The survey was completed in Sept. 1937.

Project Manager

1262. APPLICATIONS, Mar. 1934 - Dec. 31, 1936. From students for summer work, either clerical or technical, in forestry, engineering, farm management, or soils, with recommendations of students. Applications placed in inactive file as applicants not considered prospects. Filed alphabetically by type of work that application specified. (Seldom, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 101. (85)

1263. TERMINATION OF EMPLOYMENT, Mar. 1934 to date. Personal history of employee, educational qualifications, working experience, recommendations, dates and reasons for termination of employment; also correspondence with or concerning employee. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 101. (105)

1264. MAILING LIST, May 1934 - Oct. 1935. Addresses of experiment stations, railroads, chambers of commerce, directors of Soil Conservation Service, members of House of Delegates in Va., N. C., and S. C., farm demonstration agents, newspaper editors, personnel of Dept. of Agri., Washington, D. C., regional directors, and Va. specialists on SCS; also names and addresses of visitors receiving monthly bulletins on SCS work. (Seldom, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. 101. (118)

1265. CORRESPONDENCE, May 1934 to date. With employees of Soil Conservation Service and Emergency Conservation Work, concerning instructions and applications, also employee's applications, records of leaves of absence, and travel instructions. Filed alphabetically by name of employee. (Frequently, official.) 10 x 12 folders, 3 ft. 2 in., in 4 drawers of steel filing case. R. 101. (98)

1266. GENERAL CORRESPONDENCE, May 1934 to date. With local citizens, concerning employment and farm problems. Filed alphabetically by name of correspondent. (Frequently, official.) 10 x 12 folders, 3 ft. 10 in., in 2 drawers of steel filing case. R. 101. (100)

1267. MONTHLY STATISTICAL WORK PROGRAM REPORT, May 1934 to date. On cooperative agreements, bank sloping, seeding, diversion ditches, building dams, and fencing. Filed chronologically. (Frequently, official.) 8 x 36 vol., 6 in., on filing case. R. 202. (70)

1268. SPECIAL FILE, May 1934 to date. Correspondence pertaining to weekly reports from staff members, annual reports, reports to Washington, strip cropping field reports, agronomy, black walnut tonic effects, budgets, board and room, bulletins, maps, council meetings, publicity, forestry, lime quarry, open market purchases, warehouse memorandums, Govt. vehicles, photographs, farm management, and soil and soil erosion. Filed alphabetically by subject. (Frequently, official.) 10 x 12 folders, 3 ft. 3 in., in 2 drawers of steel filing case. R. 101. (55)

1269. REGIONAL OFFICE CORRESPONDENCE, June 1934 to date. With regional office, relative to administration, engineering, personnel, procurement div., property, supplies, publicity, drafting, surveys, nurseries, safety, and training. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 101. (84)

1270. TELEGRAMS, July 1934 to date. Of project engineers, foremen, and officials, concerning instructions and technical problems. Filed chronologically. (Frequently, official.) 10 x 12 folders, 10 in., in drawer of steel filing case. R. 101. (86)

1271. CORRESPONDENCE, Aug. 1934 - Sept. 1936. Relative to men available for training and trainees; also recommendations from colleges concerning graduates and available trainees. (Frequently, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. R. 101. (79)

1272. MISCELLANEOUS PAPERS, Aug. 1934 - Oct. 1935. Bulletins concerning Banister River Area; mimeographed maps; data concerning progress of work and plans for future development; also correspondence pertaining to activities of personnel of this office. Filed chronologically. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. R. 101. (129)

1273. PUBLICITY PROGRESS REPORTS, Aug. 1934 to date. Progress of Dan River projects and Soil Conservation Service reported through radio, newspapers, handbooks, tours, and 1934-1936 fair exhibits. (Seldom, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 101. (2)

1274. SOIL SURVEY WEEKLY REPORTS, Aug. 1934 to date. No. and location of camp, number of farms and acres mapped, work in progress, and completed work. For personal convenience of project mgr.; information used in monthly reports. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 101. (112)

1275. WEEKLY REPORTS, Aug. 1934 to date. Progress reports on agronomy, cooperative agreements, engineering, farms mapped, forestry, seeding and soil supervision. Filed chronologically. (Weekly, official.) 10 x 12 loose-leaf books (6), 1 ft. 6 in., in drawer of steel filing case and on steel shelf. R. 101. (117)

1276. PHYSICAL PROGRESS STATISTICAL REPORTS, Feb. 1935 to date. Compiled from information received from Banister River Area, Sandy River Area, and CCC camps 3, 4, 6, 7, and 14 on agronomy, engineering, forest-

ry, wildlife, seeding, and supplies received and delivered. Filed chronologically. (Frequently, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 101. (115)

1277. SETTING UP CAMPS IN VIRGINIA, Mar. 1935 to date. Application for proposed sites for new camps, requests from counties, instructions for setting up camps, also endorsements of senators and congressmen of applicants for technical and nontechnical positions in CCC camps. Filed alphabetically by name of county. (Frequently, official.) 10 x 12 folders, 8 in., in drawer of steel filing case. R. 101. (101)

1278. CIVILIAN CONSERVATION CORPS CAMP RECEIPTS, July 1935 to date. For equipment, materials, and supplies; also related correspondence. Filed chronologically under camp no. (Frequently, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 202. (126)

1279. WEEKLY PROGRESS REPORT, July 1935 to date. Individual camp report of completed work and work in progress at each camp, such as construction of dams and diversion ditches, bank sloping, forestry, and seeding; also consolidated report for all camps. Filed chronologically under camp no. (Frequently, official.) 10 x 12 folders, 9 in., in drawer of steel filing case. R. 202. (1)

1280. ADMINISTRATIVE CORRESPONDENCE, Aug. 1935 to date. Of state commanding officer of CCC with state administrator, regarding administrative problems and policies. Filed chronologically. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. 202. (3)

1281. CAMP ACCIDENT REPORTS, Aug. 1935 to date. Weekly, concerning enrollees of SCS. Date, description of accident, and name of injured enrollee. Monthly recapitulation sheet made on accidents in SCS camps. Filed chronologically. (Seldom, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. R. 202. (123)

1282. COST REPORTS ON CAMP ACTIVITY, Aug. 1935 to date. Activities such as preliminary surveys, plans of cooperative agreements, bank sloping, seeding, constructing diversion ditches, and building dams. Filed chronologically under camp no. (Monthly, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. R. 202. (91)

1283. COST REPORTS, Aug. 1935 to date. On cost of operation of CCC camps; also related correspondence. Filed chronologically under camp no. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. 202. (125)

1284. LETTERS RELATIVE TO CLERICAL INSPECTION OF ALL CCC CAMPS IN VIRGINIA, Aug. 1935 to date. Recommendation and reasons for changes in camp records, and instruction in correct procedure. Could be considered an audit of all camp records; however, similar check not made at regular intervals. Filed chronologically under camp no. (Frequently, official.) 10 x 12 folder, 1 in., in drawer of steel filing case. R. 202. (99)

1285. MOTOR ACCIDENT REPORTS, Aug. 1935 to date. Reports and corre-

spondence concerning accidents involving camp trucks and privately owned vehicles. Amount of each claim for damages, names of witnesses, drivers' and investigating officers' reports, and diagrams showing how accident occurred. Filed chronologically. (Seldom, official.) 10 x 15 folders, 1 in., in drawer of steel filing case. R. 202. (124)

1286. REPORT OF CAMP ACTIVITIES, Aug. 1935 to date. Weekly progress report on agronomy, forestry, soil conservation, and engineering. Consolidated statistical report made monthly from these reports. Filed chronologically under camp no. (Seldom, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. 202. (93)

1287. REPORTS ON HEAVY EQUIPMENT, Aug. 1935 to date. Monthly. Condition and cost of repairs. Used as running inventory. Filed chronologically under camp no. (Monthly, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. 202. (76)

1288. SAFETY REGULATIONS, Aug. 1935 to date. Minutes of safety meetings, with recommendation for safety improvement in camps; safety bulletins; and instructions for safety regulations. Filed chronologically. (Seldom, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. 202. (74)

1289. SETTING UP OF NEW PROJECTS IN VIRGINIA, Aug. 1935 to date. Correspondence with county soil conservation associations, requesting camps be set up in certain dists., articles of association, certificate of incorporation, bylaws, names and addresses of officers in association, and instructions for setting up projects. Filed alphabetically by name of county. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. 101. (96)

1290. WILD LIFE - GENERAL CORRESPONDENCE, Sept. - Nov. 1935. With state administrator, regarding inspection reports for proposed building of dams and construction of water facilities for wild animals. These were never constructed. (Seldom, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. R. 202. (72)

1291. FIELD MEMORANDUMS FROM PROJECT OFFICE, Sept. 1935 to date. Mimeographed instructions to camp officials from depts. in project office, on phases of soil conservation work regarding camps; memorandums from agronomy, forestry, drafting, engineering, fiscal, and contact depts., and state administrator's office. Filed numerically. (Frequently, official.) 10 x 12 vols., 6 in., on steel shelf. R. 101. (116)

1292. GENERAL ARMY CORRESPONDENCE, Sept. 1935 to date. Circular letters, field orders, administrative orders, safety instructions, and correspondence of Army Third Corps Area, Baltimore Md., to commanding officers of CCC camps, relative to sheltering, clothing, and feeding members of camps. Filed chronologically. (Frequently, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 202. (67)

1293. TRANSPORTATION REPORTS, Sept. 1935 to date. Monthly. Number of miles traveled, amount of gas and oil used, cost of operation per mile, and amount of depreciation for each truck. Filed chronologically under

camp no. (Monthly, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. R. 202. (4)

1294. INVENTORIES, Jan. 1936 to date. Monthly reports on amount of gas, oil, wire, seed, fertilizer, and cement consumed in operation of each camp. Filed chronologically under camp no. 10 x 12 folders, 4 in., in drawer of steel filing case. R. 203. (106)

1295. GENERAL CORRESPONDENCE WITH ALL CCC CAMPS IN VIRGINIA, Mar. 1936 to date. Of state administrator's office, in form of questions and answers, regarding field orders. Filed chronologically under camp no. (Frequently, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 202. (82)

1296. TRUCK RECORDS, Mar. 1936 to date. Virginia CCC trucks. Camp location, vendor, purchase price, license no., amount of depreciation, cost of repairs, dates with reason if condemned. Filed numerically by camp no. (Frequently, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. R. 202. (66)

1297. WEEKLY WORK REPORTS, May 1936 to date. Date, name of division, location of work, and work completed. Filed alphabetically by name of division. (Weekly, official.) 6 x 8 folders, 1 ft., in drawer of steel filing case. R. 101. (54)

1298. OVERTIME REPORTS, July 1936 to date. Name, classification, annual salary, and number of overtime hours tabulated on weekly recapitulation sheet. Filed chronologically. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. R. 101. (92)

Agronomy Department

1299. COOPERATIVE AGREEMENT FOLDERS, Apr. 1934 to date. 431 Cooperative Agreements for farms covering 135,531 acres of land in vicinity of Banister River and Sandy River areas and CCC camps 2, 3, 4, 6, 7, and 14; Amendment to Cooperative Agreements; Agronomy Work Sheets; and Cropping Plans. Filed alphabetically by name of farm owner under camp no. (Frequently, official.) 10 x 12 folders, 16 ft., in 8 drawers of steel filing cases. R. 105. (131)

1300. WEEKLY FIELD REPORTS, June 1934 to date. Of Agronomy Dept. to state administrator. Date, farm owner, acreage of farm, supplies and materials furnished, agronomist in charge, work completed, and cost. Filed alphabetically by name of farm owner under camp no. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. 105. (114)

1301. GENERAL CORRESPONDENCE WITH CCC CAMPS, July 1934 to date. Of field workers with Agronomy Dept., concerning agronomy problems, time reports to field officials, seed mixtures, technical information, field instructions, memorandums, seed reports, supplies, and materials. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. R. 105. (71)

1302. MISCELLANEOUS CORRESPONDENCE, July 1934 to date. Of officials of Agronomy Dept. with offices at Washington, Charlottesville, Spartanburg, and other Soil Conservation Service offices, concerning purchase orders, agronomy memorandums, allotments, council meetings, and estimates on lime, seed, and fertilizer. (Frequently, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 105. (110)

1303. AGRONOMY MONTHLY REPORTS, Oct. 1935 - Nov. 1936. Of field representatives of Agronomy Dept. on seed, fertilizer, and lime received, amount used in operations, and balance. Filed chronologically. (Monthly, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. R. 105. (95)

Drafting Department

1304. DRAFTING, May 1934 to date. Original and printed drawings of farms covered by cooperative agreements, prints of camp locations and surrounding territory within twenty-five mile radius, and aerial prints. Filed alphabetically by name of landowner. (Frequently, official.) Variously sized loose cardboards, 8 ft., in 28 homemade closed wooden drawers. R. 205. (108)

Engineering Department

1305. MISCELLANEOUS CORRESPONDENCE, May 1934 - Aug. 1936. Of chief engineer with field engineers, on technical engineering problems and policies. Filed chronologically. (Frequently, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 204. (127)

Fiscal Department

1306. CONTRACTS, UNNUMBERED, May 1934 to date. Active and inactive contracts between designated camps and local vendors for supplies and building materials. Filed alphabetically by subject of contract under camp no. (Seldom, official.) 10 x 12 folders, 3 ft., in 2 drawers of steel filing case. R. 102. (77)

1307. NUMBERED CONTRACTS, May 1934 to date. Yearly active and inactive contracts for electricity, telephone, water, and ice for Danville and Chatham offices and warehouses; also quarterly contracts for gas and oil. Filed numerically. (Seldom, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. 102. (81)

1308. STATE CONTRACTS, May 1934 to date. Blanket contracts of state camps for seed, hardware, and materials not covered by individual camp contracts. Filed numerically. (Seldom, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. 102. (69)

1309. MISCELLANEOUS WEEKLY WORK PROGRESS REPORTS, June 1934 - June 1935. Cost of operation, estimate of future cost, requisition for equipment, property inventory, surplus property, transfer of equipment, and inspection. Replaced by consolidated reports. Filed chronologically. (Seldom, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. R. 102. (83)

1310. PURCHASE ORDERS FROM WASHINGTON, INACTIVE, June 1934 - June 1935. For equipment and supplies. Date, vendor, quantity, description, cost, and official signatures. After July 1935, purchase orders made by regional hdqrs. Filed numerically. (Seldom, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. R. 102. (78)

1311. WASHINGTON CORRESPONDENCE, June 1934 to date. Of this office with Fiscal Dept., Washington, D. C., on accounting, personnel, procurement procedure, and Fiscal Dept. policies. (Seldom, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 102. (119)

1312. COMMERCIAL CORRESPONDENCE, Aug. 1934 to date. Of state administrator with wholesale dealers throughout state, regarding purchases of fuels, supplies, and materials; also bids on contracts. Filed alphabetically by subject. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. 102. (5)

1313. CORRESPONDENCE, Aug. 1935 to date. Of this office with camp superintendents regarding regulations for procurement of supplies, materials, and equipment. Filed numerically by camp no. (Seldom, official.) 10 x 12 folder, 1 in., in drawer of steel filing case. R. 102. (109)

1314. PURCHASE ORDERS AND VOUCHERS, July 1935 - July 1936. Pertaining to supplies and equipment. Date, vendor, quantity, description of article, and official signatures. Filed numerically. (Frequently, official.) 10 x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case. R. 102. (80)

1315. PERSONNEL, WORKS PROGRESS ADMINISTRATION, Sept. 1935 to date. Personnel histories with educational qualifications and working experience of WPA employees working for SCS. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. 102. (120)

1316. TIME REPORTS, Sept. 1935 to date. Semimonthly. Name, identification no., occupation, rate of pay, and no. of hours worked by project employees. Filed chronologically. (Seldom, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 102. (68)

1317. FINANCE CORRESPONDENCE, Nov. 1935 to date. Question and answer form correspondence of officials of Fiscal Dept. with state administrator, regarding allotments for designated depts. Filed chronologically. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. 102. (102)

1318. ACCIDENT REPORTS, Dec. 1935 to date. Weekly. Date, location, name of injured employee, and description of accident. Reports cover WPA employees only. Filed chronologically. (Seldom, official.) 10 x 12 folder, 1 in., in drawer of steel filing case. R. 102. (94)

1319. PROPERTY TRANSFER AND RECEIPTS, Dec. 1935 to date. Receipts for nonexpendable Govt. property transferred from this office, and record of transfer. Filed alphabetically by name of article. (Frequently, offi-

cial.) 10 x 12 folder, 1 in., in drawer of steel filing case. R. 102. (97)

1320. PURCHASE ORDERS AND VOUCHERS, July 1936 - Jan. 1937. Order no., amount and description of article, date issued, vendor, and official signature. Vouchers and orders clipped together after transaction completed. Filed numerically. (Frequently, official.) 10 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 103. (113)

1321. CCC CAMPS OF VIRGINIA, PROPERTY RECORDS, July 1936 to date. Name and description of property, official no. and cost of typewriters, desks, and filing cases. Records of each camp filed in separate drawer. When property transferred from one camp to another, property record transferred to proper drawer. Filed alphabetically by name of article under camp no. (Frequently, official.) 4 x 6 loose-leaf cards, 4 ft. 8 in., in 14 drawers of steel card cabinets. R. 103. (90)

1322. DISBURSEMENT AND ALLOTMENT LEDGER, July 1936 to date. Allotments and disbursements for personal service, supplies, materials, subsistence and care of animals, storage of vehicles, communication service, travel, freight and express expense, printing, binding, photographic services, heat, light, power, water, gas, rent, repairs, and misc. expenses. Entered chronologically. (Daily, official.) 10 x 15 vols. (3), 6 in., on steel shelf. R. 103. (103)

1323. ENCUMBRANCE RECORD, July 1936 to date. Purchase order no., date of purchase, vendor, description of goods purchased, amount of invoice, and no. of voucher covering payment. Filed numerically. (Frequently, official.) 10 x 12 loose-leaf books, 2 in., in drawer of steel filing case. R. 103. (128)

1324. LEAVE OF ABSENCE RECORD, July 1936 to date. Name and address of employee, date and number of days of leave, explanation for leave, and work classification of employee. Filed alphabetically by name of employee. (Seldom, official.) 4 x 4 loose-leaf cards, 1 ft., in drawer of steel card cabinet. R. 103. (89)

1325. MISCELLANEOUS CORRESPONDENCE, July 1936 to date. Of officials of Fiscal Dept. with state administrator, pertaining to leaves of absence, certifications, paid bills of lading, transmittals, transportation requests, schedule of disbursements, and audited vouchers. Filed alphabetically by subject. (Frequently, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 102. (87)

1326. SALARY ENCUMBRANCE RECORD AND SALARY CARDS, July 1936 to date. Name of employee, address, date, title, classification, rate of pay, number of hours worked, and amount earned. Filed alphabetically. (Seldom, official.) 4 x 6 cards, 1 ft. 6 in., in 2 drawers of steel card cabinet. R. 103. (121)

1327. SALARY ACKNOWLEDGMENTS, July 1936 to date. Of checks mailed from Spartanburg office for services rendered. Name of employee, amount and no. of check, and employee's signature. Filed chronologically under name of employee. (Seldom, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 102. (88)

1328. TRAVEL VOUCHERS, July 1936 to date. Name of employee, date, amount, and remarks. Filed alphabetically by name of employee. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 105. (107)

Forestry Department

1329. FOREST FIRE PLANS, n.d. Location of woodland areas and instructions for best procedure of fighting forest fire with smallest amount of destruction to standing timber. Plans completed for limited areas; used for emergencies. (Frequently, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. R. 201. (75)

1330. EMPLOYEES' FORESTRY REPORTS, May 1934 to date. Progress of employee, name of employee, date, location of work, and itemized account of monthly activities. Filed alphabetically by employee's name. (Frequently, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. R. 201. (75)

1331. MISCELLANEOUS CORRESPONDENCE, May 1934 to date. Of chief foresters, forest technicians, project foresters, and area foresters of Va., concerning technical forestry problems. Filed chronologically. (Frequently, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. R. 201. (111)

1332. PLANTING ESTIMATES, May 1934 to date. Of supplies and materials. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. 201. (104)

1333. TECHNICAL FORESTRY REPORTS, May 1934 to date. Forestry Stand Improvement, Forest Fire Work, Summary of Farm, Progress, and Planting Plan reports. Filed numerically by camp no. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. R. 201. (122)

Photography Department

1334. PHOTOGRAPHY, May 1934 - Jan. 1937. Pictures of gullies, ditches, and land to be conserved: No. of each picture, date photographed, weather conditions at time of photographing, name of photographer, location of land, and name of owner. Filed chronologically. (Frequently, official.) 6 x 10 loose-leaf books, 2 ft., in drawer of steel filing case. R. 205. (130)

HARRISONBURG

SOIL CONSERVATION DEMONSTRATION
PROJECT VA-4
Gambill Bldg., 89 W. Bruce St.

This office was established on October 1, 1937, as headquarters of Demonstration Project VA-4. When the headquarters office at Lynchburg of Demonstration Project Va-2 was closed, some of the records of Project VA-2 were sent to this office. They are listed in this section of the inventory. On March 1, 1939, Project VA-4 was placed under the supervision of the newly-created area office in Charlottesville. The administrative records of Project VA-4 were then transferred to the Area office, and under the heading "Chief Clerk" are listed with the other Charlottesville records. No records were known to have been lost or destroyed and none had been sent to Washington for preservation when this survey was completed on March 28, 1939.

Project Manager

1335. GENERAL CORRESPONDENCE OF PROJECT MANAGER OF PROJECT VA-2, LYNCHBURG, VIRGINIA, Apr. 1936 - Sept. 1937. With officials of Dept. of Agr., Washington, D. C., and regional office, SCS, Spartanburg, S. C., state coordinator, Blacksburg, Va., supts. of CCC camps under supervision of local SCS office, officials of other project offices, other Govt. officials including Extension Service officials and staff members in Blacksburg, Va., and county agr. extension agents, officials and staff members of Va. Agr. Experiment Station, and individuals relative to administrative matters including procedure and methods, personnel management, procurement and transfer of supplies and equipment, office management, preparation and submission of reports and plans of work, cooperative activities with other Govt. agencies, problems connected with supervision of CCC camps, and inquiries from individuals concerning activities of agency. Filed alphabetically by name of correspondent. (Seldom, official.) 8 x 11¼ folders, 11 in., in drawer of steel filing case. R. 107. (262)

1336. GENERAL CORRESPONDENCE OF PROJECT MANAGER OF PROJECT VA-4, HARRISONBURG, VIRGINIA, Oct. 1937 to date. With officials of Dept. of Agr., Washington, D. C., and regional office, SCS, Spartanburg, S. C., state coordinator, Blacksburg, Va., officials of other project offices, other Govt. officials including Extension Service officials and staff members in Blacksburg, Va., and county agr. extension agents, Va. Agr. Experiment Station officials and staff members, and with non-Govt. persons relative to administrative matters including personnel management, procurement and transfer of supplies and equipment, preparation and submission of reports and work programs, cooperative activities with other Govt. agencies, and to inquiries from individuals concerning activities of SCS. Filed alphabetically by name of correspondent. (Frequently, official.) 8 x 10½ loose sheets, 5 in., in drawer of steel filing case. R. 107. (250)

1337. REPORTS AND WORK PLANS, Oct. 1937 to date. Annual reports of work of SCS Project Va-4 with narrative sections on effectiveness of general program, advance in technique, physical progress of work, work accomplished by each technical staff member, and misc. activities, and statistical tables showing physical progress of work, cooperation with agricultural instructors in public schools, and administrative developments including resume of allotments and disbursements; project work program in narrative and statistical form giving general introduction to work with its extent and location, topography and accessibility of demonstration area, factors determining selection of area, data on climate, vegetation, crops, and land uses, and facilities available for carrying out proposed program, with discussion of available cooperation; objectives, problems, and methods of treatment according to land uses of proposed program of soil and water conservation, and other conservation activities, giving manner and extent of cooperation with SCS nurseries and other public agencies; tables showing percentage of area needing treatment and proposed distribution of work by periods, and estimated budgets for five-year period; expected results of program; misc. information in narrative and statistical form; list of major items of equipment; and mimeographed instructions from regional office, SCS, Spartanburg, S. C., relative to preparation of annual reports and work programs. Filed by subject. (Occasionally, official.) 9 x 11¾ folders, 3 in., in drawer of steel filing case. R. 107. (283)

Administrative Division
Warehouse Section
Project Storekeeper

1338. PROPERTY RECORDS - CCC PROPERTY, Jan. 1936 to date. Form SCS 150e, Property Record and Inventory Card of semiexpendable and nonexpendable property purchased from CCC appropriations and allotments, and on loan to or in custody of SCS, Harrisonburg, Va. Name and description of article; class no; no. of bin in warehouse in which stored; whether semiexpendable or nonexpendable property, no. and name of vendor from whom purchased or location of SCS project office from which transferred; agency to which property belongs; requisition no. or purchase order no. by which purchased, and date received; unit price, total cost, quantity ordered, received, on hand, and in warehouse; disposition record showing date of each issue, quantity issued, property receipt no., employee to whom issued, and quantity on hand in warehouse after issue. For other uses of this form see entries 1339, 1343, 1344, and 1345. Filed alphabetically by name of article under class no. (Frequently, official.) 5 x 8 cards, 1 in., in drawer in wooden card tray. 1st floor, NW. (258)

1339. PROPERTY RECORDS - MISCELLANEOUS EXPENDABLE, NONRETURNABLE ITEMS, Feb. 1937 to date. Form SCS 150e, Property Record and Inventory Card. Name and description of item; class no.; no. and name of vendor from whom shipment received or no. of SCS project office from which transferred; no. of bin in warehouse in which stored; requisition no. or purchase order no. by which purchased, and date received; unit price, total price for quantity received, quantity ordered, received, on hand, and in warehouse; disposition record showing quantity issued, date, property

receipt no., employee to whom issued, and quantity or number in warehouse after issue. Some of this property purchased prior to establishment of Soil Conservation office in Harrisonburg, Va., to which transferred; no. or location of office shown instead of name of vendor when property purchased by another office; also, in such case, no. of purchase order by which other office secured items shown. For other uses of this form see entries 1338, 1343, 1344, and 1345. Filed alphabetically by name of item under class no. (Frequently, official.) 5 x 8 cards, 1 ft. 1 in., in drawer in wooden card tray. 1st floor, NW. (256)

1340. PROPERTY RECEIPTS, Sept. 1937 to date. Form SCS 145, Receipt for Property, used until Oct. 1938 to record each issue of property. Serial no. of receipt, no. and complete description of each item issued, purpose of issue; date of issue, and signature of employee to whom issued; Form B, Warehouse Requisition and/or Receipt, used since Oct. 1938, for recording issues of property. No. of requisition and/or receipt, name of employee to whom request for issue of property made; date of request; name of employee submitting request, name of employee to whom requested items to be delivered; purpose of issue; quantity, unit of measure, name, description, and cost of each item issued; signature of employee indicating receipt of items requested by him; and initials of employee posting issued items to property records; also Form SCS-076, attached to Form SCS 145 or Form B in case issue made to employee for subsequent issue to cooperator. Name and address of cooperator to whom issued; no. of tag on bundle or bag containing items issued cooperator; type and quantity of each item issued; signature of employee to whom original issue made, approving subsequent issue to cooperator; signature of employee delivering items to cooperator; and signature of cooperator acknowledging receipt of items, with date received. Filed numerically by receipt no. (Frequently, official.) Variously sized forms, 1 ft., in drawer in wooden card tray. 1st floor, NW. (245)

1341. EMPLOYEE PROPERTY CHARGES, Oct. 1937 to date. Form C, Individual Property Charges, property issued to employees chiefly for use in their offices. Name and title of employee to whom property issued; date issued, item, description, no. of property receipt on which recorded, and quantity; record of property returned by employee, with date returned, item returned, property receipt no. on which recorded, quantity, and date return completed. Filed alphabetically by name of employee. (Frequently, official.) 5 x 8 cards, 1 in., in wooden drawer in card tray. 1st floor, NW. (228)

1342. MISCELLANEOUS PROPERTY AND PROCUREMENT RECORDS, Oct. 1937 to date. Form D, Verification of Property Charges to Individuals, prepared quarterly by storekeeper and submitted to employees to whom semiexpendable and nonexpendable items of property issued in order to check storekeeper's records with property actually in custody of employees. Location and no. of project office; name of employee to whom form submitted for verification; date form prepared; date issued, number issued, and name and description of each item of semiexpendable and nonexpendable property charged to employee on storekeeper's record on date of preparation of form; and exceptions made by employee in list of property charged to him by storekeeper and in property in custody of employee by actual

inventory; signed by employee acknowledging responsibility for property; Form SCS 141c (rev.), Property Transfer and Receipt, used to keep record of property transferred from one SCS office to another. Serial no. of form; location and no. of project office from which property transferred; location and no. of project office to which transferred; quantity of each item transferred, name and description, purchase order by which secured, and total cost for quantity transferred; signature and title of official approving transfer, with date; date items shipped; signature and title of official authorizing shipment; manner of shipment; date received by office to which transferred; and signature and title of official receiving shipment; Form A, Request for Purchase, submitted by storekeeper to project procurement clerk for items needed by agency. Serial no. of request; name of procurement clerk to whom submitted; date submitted; general statement of use to be made of requested items; no. of project for which requested; title of employee making request to procurement clerk; item no. of each article requested, name and description, quantity requested, unit, whether for stock, for immediate, or for emergency use, quantity on hand, quantity already ordered but not received, and estimated time present supply will last; copies of Form AD-14 (rev.), Request for Supplies, Equipment, or Service, submitted by procurement clerk to regional office, SCS, Spartanburg, S. C.; and copies of Form SCS 111a (rev.), Purchase Order. Filed by subject. (Frequently, official.) 9½ x 11¾ folders, 7 in., in drawer of steel filing case. 1st floor, NW. (260

1343. PROPERTY RECORDS OF AUTOMOBILE PARTS, Oct. 1937 to date. Received and expended (removed from stock and attached to automobile), kept on Form SCS 150e, Property Record and Inventory Card. Name and description of part; class no.; no. and name of vendor from whom shipment received or no. of SCS project office from which transferred; no. of bin in warehouse in which stored; requisition no. or purchase order no. by which purchased, and date received; unit price, total price for quantity received, ordered, on hand, and in warehouse; disposition record showing quantity issued, date, reference no. or no. of property receipt on which record of issue also kept, employee to whom issued, and quantity or number in warehouse after issue. See entry 1338, 1339, 1344 and 1345 for other uses of this form. Filed alphabetically by name of part under make of automobile. (Frequently, official.) 5 x 8 cards, 1 ft., in drawer in wooden card tray. 1st floor, NW. (252)

1344. PROPERTY RECORDS - SEMI AND NONEXPENDABLE PROPERTY, Oct. 1937 to date. Form SCS 150e, Property Record and Inventory Card. Name, class no., and description of article; no. of bin in warehouse in which stored; type of property, semiexpendable or nonexpendable, no. and name of vendor from whom purchased or location of SCS project office from which transferred; requisition no. or purchase order no. by which purchased, date received, unit price, total cost, quantity ordered, received, on hand, and in warehouse; disposition record showing quantity issued, date, property receipt no., employee to whom issued, and quantity in warehouse after issue. For other uses of this form see entries 1338, 1339, 1343, and 1345. Filed alphabetically by name of article under class no. (Frequently, official.) 5 x 8 cards, 8 in., in drawer in wooden card tray. 1st floor, NW. (254)

1345. PROPERTY RECORDS - SUPPLIES USED ON COOPERATIVE AGREEMENTS, Nov. 1937 to date. Form SCS 150e, Property Record and Inventory Card. Name and description of supply; class no.; and name of each vendor from whom shipment received; no. of bin in warehouse in which stored; requisition no. or purchase order no. by which purchased, and date received; unit price, total cost, quantity ordered, received, on hand, and in warehouse; disposition record showing quantity issued, date, property receipt no., employee to whom issued, and quantity in warehouse after issue. For other uses of this form see entries 1338, 1339, 1343, and 1344. Filed alphabetically by name of supply under class no. (Frequently, official.) 5 x 8 cards, 3 in., in drawer in wooden card tray. 1st floor, NW. (255)

1346. WAREHOUSE REPORTS, Oct. 1938 to date. Form H, Dispenser's Daily Report, submitted to storekeeper by warehouse or garage employee in charge of issuing gasoline, oil, and grease. Date of report; location of warehouse at which dispensed; quantity of gasoline received during day, on hand by morning inventory, and on hand by afternoon inventory; no. of each outfit (truck, automobile, tractor, or station wagon) for which issue of gasoline, oil, or grease made; speedometer reading at time of issue; gallons of gasoline, quarts of oil, or quantity of grease issued; signature of operator of outfit; type of outfit, project hdqrs. for which issue made; initials of dispenser; total quantities of gasoline, oil, and grease issued during day; analysis of issuances showing total quantities of gasoline, oil, and grease issued for all hdqrs. outfits assigned for use by local staff members or for other local automotive units; and quantities issued to operators using SCS identification cards, but assigned to other SCS offices; and initials of employee posting issues to cost records and inventory; Form I, Perpetual Inventory - Petroleum Products, kept separately for each product for monthly period. Location and no. of project office; warehouse from which product dispensed; kind of petroleum product and unit in which dispensed; period covered; quantity of product on hand by actual inventory at beginning of each day in period, received during day with no. of procurement document by which secured, dispensed during day, on hand at close of day by book inventory, on hand at close of day by actual inventory, quantity of surplus or shortage, and remarks; quantity on hand by actual inventory at close of period and total dispensed during period; signed by storekeeper; Form J, Dispatcher's Record on Equipment, kept separately for each automotive outfit for monthly period. Type of vehicle, unit no., hdqrs. office to which assigned, period covered, time outfit issued for use each day in period, meter reading on issue, destination of employee to whom issued, time expected to return, initials of employee to whom issued, initials of dispatcher, hour outfit returned by employee to whom issued, meter reading on return, and initials of employee checking outfit in on return; Form G, Job Cost Report, submitted to storekeeper daily by mechanic for each job performed during day. Serial no. of report; location and no. of project office; date of report; unit no. of equipment on which work performed; description of work; quantity, description, and cost of each item used; total cost of all items used; name of each laborer on job, hours worked, rate per hour, and total earned on job; total earned by all laborers; record of other parts of equipment checked and found in good condition; tabulations indicating oil changed or added, outfit washed, polished, and/or greased; initials of employee posting data to cost re-

port and property records; analysis of costs giving cost of materials and labor in repairing passenger car, or cost of materials and labor in repairing other type of automotive unit, cost of tires and tubes, and misc. costs; and total costs of materials; signed by ship foreman; Form F, Register of Casings. Trade name of each shipment of casings received and name of manufacturer; size and type of casings received; serial no. of each casing in shipment, no. of purchase order or of transfer of property form by which secured, date received, and no. of automotive unit (car, station wagon, or truck) on which placed; Form K, Equipment Performance and Cost Record, submitted monthly by storekeeper for each automotive unit, to Clerical Section of Technical Div., SCS, Harrisonburg, Va., to aid in compiling monthly transportation report. Mileage on meter at each daily reading or no. of hours in operation, quantities of gasoline and oil used, cost of grease used, cost of repairs and maintenance, material and labor costs for tires and tubes, misc. materials and labor costs, serial no. of Form G on which work reported by mechanic, no. of unit, and period covered; breakdown of costs for repairs and maintenance during period showing date of purchase of parts for unit, name of vendor from whom purchased, no. of purchase order, and cost of parts purchased; cost of parts taken from stock and of labor for installation; cost of other parts and of labor for installation; total cost of all repairs and labor; and summary showing miles traveled or hours in operation during reported period, previously reported, and total; amount of gasoline, oil, and grease consumed during reported period, previously reported, and total consumed to date, with costs; costs of parts and labor for repairs in SCS shops and outside shops during reported period, previously reported, and total to date; cost of tires, tubes, and storage during period, previously reported, and total to date; and misc. costs during reported period, previously reported, and total to date. Filed by subject. (Frequently, official.) 9 x 11¼ folders, 1 ft. 6 in., in drawer of steel filing case. 1st floor, NW. (258)

Technical Division
Agronomy Section
Project Agronomist

1347. GENERAL FILES OF PROJECT AGRONOMIST, Oct. 1937 to date. Correspondence regional agronomist, Spartanburg, S. C., relative to technical phases of work, and preparation and submission of reports; with agronomists in other project offices relative to technical phases of work, transfer of seed and fertilizer, and misc. official matters; with state commissioner of agriculture, Richmond, Va., relative to tests made of seed purchased by SCS; with vendors relative to possible purchase by SCS of seed and fertilizer; and with individuals relative to requests for information and data; also Form Agr. 97, Agronomy Materials Furnished by Cooperator, submitted annually to regional office, Spartanburg, S. C., chiefly as record of seed furnished by cooperator. Cooperator; period covered; no of each field for which he furnished seed, designation of each subsection of field, quantity of each kind furnished, total quantity of each kind furnished for entire field; and grand total of each kind of seed which cooperator furnished for all fields during period; unnumbered form, Detail Seed Report - Agronomy Division, submitted to regional office at monthly intervals for receipt and disposition of seed and fertilizer. Period covered; demonstration area; kind of seed or fertilizer, quantity

allotted to cooperators during period and to date, quantity delivered to cooperators during period and to date, quantity alloted to seed or fertilizer mixtures during period and to date, quantity transferred from office during period and to date, quantity disposed of in other ways during month and to date, quantity received by purchase during month and to date, quantity received by transfer during month and to date; total quantities allotted during month and to date, quantity not allotted, and quantity on hand; also kind and quantity of each seed or fertilizer mixture made up during month, quantities received by purchase and by transfer during month and to date, quantity allotted during month and to date, quantity delivered during month and to date, quantity not allotted, and quantity on hand at end of reported period; Form SCS-118, Travel Authorization, issued to project agronomist; typed copies of annual report for Project VA-4 and of Project Work Program; minutes of staff meetings; and misc. data assembled by agronomist. Filed by subject. (Frequently, official.) 9 x 11¼ folders, 6 in., in drawer of steel desk. R. 108. (251)

Clerical Section
Assistant Clerk

1348. ALLOTMENT RECORDS, Oct. 1937 to date. Form M, Record of Supplies Allotted on Cooperative Agreements. Cooperator; farm and agreement nos.; number of acres in farm; kind of each fertilizer and pasture mixture allotted cooperator, date of allotment, no. of field on which allotment to be used, quantity allotted, and total quantity of fertilizer or pasture mixture allotted; also delivery record showing kind of fertilizer or pasture mixture delivered, date of each delivery, no. of ticket on bag in which delivered, no. of field on which used, quantity delivered, and total quantity of each kind of fertilizer or pasture mixture delivered to date. Filed alphabetically by name of cooperator. (Frequently, official.) 5 x 8 cards, 3 in., in pasteboard card tray. R. 104. (234)

1349. CARD RECORD OF FARM NUMBERS, Oct. 1937 to date. Serial no. of card, name of cooperator, farm no., and total number of acres in farm. For duplicate set of cards see entry 1364. Filed numerically by serial no. of card. (Occasionally, official.) 3 x 5 cards, 3 in., in cloth-covered tray. R. 104. (233)

1350. COOPERATIVE AGREEMENTS, Oct. 1937 to date. Form SCS-551 (rev.)., Cooperative Agreement - for Demonstrational and Experimental Work in Soil and Water Conservation made between Govt. and private farm owners. Date agreement signed; title of official signing agreement for Govt., and name and address of individual signing agreement as cooperator; printed conditions by which Govt. and cooperator bound and which, in general, obligate cooperator to maintain improvements made on his farm, and to follow approved plan of cropping and tillage for five years; signed by official for Govt.; by cooperator; by witnesses to signing of agreement; and by official who made contact with cooperator. Original and one copy sent to regional office, SCS, Spartanburg, S. C., and one copy respectively to Conservation, Agronomy, Forestry, and Engineering division of Harrisonburg office. Each cooperative agreement supported by printed copies of land use, soils, and water disposal maps of cooperator's farm; mimeographed list of standard symbols, with explanation of

each, to be used on maps; and mimeographed sheet giving legend for information recorded on maps; and unnumbered forms: Cropping Plan and Plan of Conservation Operations. Farm no.; agreement no.; name and address of farm owner and of farm operator if other than owner; date of preparation of plan; no. of each field in farm, total acreage, crops planted in field and acreages of each planted before cooperative agreement signed, crops and acreages of each to be planted in field during each year cooperative agreement in force, and record of work to be performed and of materials to be furnished by Govt. and by cooperator in field during each year cooperative agreement in force; Summary Sheet. Cooperator; table giving name of each crop planted on farm, 1936 - 1938, average acreage of crop planted, total yield, quantity of yield fed to stock, quantity of crop purchased by cooperator for use on farm, and quantity sold; table of crops and acreage to be planted each year in which cooperative agreement in force; table of livestock requirements and feed requirements therefor, with number of each species of livestock on farm, 1936 - 1938, number estimated necessary for farm, 1941 - 1943, number of animal units of each species estimated necessary, 1941 - 1943, number of tons of hay, bushels of grain, and pasture acreage estimated necessary to support livestock, 1941 - 1943, and total feed requirements, 1941 - 1943; number persons living on farm, and number available for farm work; table of feed estimates giving number tons of hay, bushels of grain, and pasture acreage available, 1936 - 1938; and anticipated quantities of hay, grain, and pasture available 1941 - 1943; and table of estimated production of cash crops under farm plans before and after agreement giving acreage planted, yield per acre, and total production of crops, 1936 - 1938; estimated acreage of crops to be planted, 1941 - 1943; and remarks; Agronomy Work Sheet. Cooperator; farm no.; no. of project office; date of preparation of sheet; conservationist; no. of each field on farm, number acres in field, purposes for which field used before agreement and during agreement period, and permanent use to be made of field; Summary of Materials to be Furnished. Cooperator; acres in farm; no of project office; each farm material to be furnished and whether by cooperator or by Govt., unit, quantity to be furnished during each year in agreement period, and total to be furnished by each in entire period; Agreement Approval Slip. Cooperator; date agreement signed; no. of agreement; conservationist; and signatures of each division head indicating approval of agreement, with date of each signature; Form SCS 551a, Amendment to Cooperative Agreement. Code no. for type of farm; no. of project office; cooperative agreement no.; effective date of amendment; and statements of new work to be done under amendment or of changes in old agreement to become effective; signed by official for Govt.; by cooperator; by witnesses to signing of amendment; and by official who made contact with cooperator. Filed alphabetically by name of cooperator. (Frequently, official.) 9 x 11¾ folders, 1 ft., in drawer of steel filing case. R. 104. (242)

1851. CORRESPONDENCE, Oct. 1937 to date. With officials of regional office, state coordinator, and employees of other Va. project offices relative to procedure to be followed in preparing and submitting reports and other records, errors in and omissions from reports, additions to reports, procurement of supplies of forms needed in office, movement of property, and other matters. Filed alphabetically by name of correspondent. (Frequently, official.) 8 x 10½ loose sheets, 6 in., in drawer of steel filing case. R. 104. (238)

1352. DAILY WORK REPORTS, Oct. 1937 to date. Form SCS 657, Daily Work Report, submitted by technicians and foremen to SCS, Harrisonburg, Va. No. of project office; date of report; name of technician or foreman submitting report; number of men in crew; total hours on field duty; total man-hours worked on reported day; man-hours in transit; man-hours undistributed, man-hours which cannot be charged to work done on any cooperator's farm; total man-hours on job; number of each farm and name of owner of each farm on which work performed during day, work order no. under which performed, description of work, and agency or individual (Soil Conservation Service or cooperator) furnishing labor, materials, and equipment; number laborers of each wage classification working on job and rate per hour, number technical hours on job and rate per hour, type and cost of materials used, type of equipment used and hours in operation, and number of miles covered in performing work; and unnumbered form, Daily Report, submitted by technicians and foremen when work performed cannot be reported in complete or satisfactory manner on Form SCS 657. No. of farm on which work performed and name of owner; SCS nos. of truck, tractor, and grader used on work; date work performed; work order no. for each type of work performed, field no. in which performed, description of work, code no. for type of work, number hours worked and rate per hour for supervisory employees, technicians, foremen, and laborers; type of equipment used, hours used, and rate per hour; SCS no. of vehicle used for transportation, miles used, and rate per mile; number of laborer man-hours furnished by cooperator and rate per hour; description of work performed giving work order no. for each type of work, no. of field in which performed, description of work, code no. for type of work, unit of work, and number of units of work completed. Filed chronologically. (Frequently, official.) 9 x 11¼ folders, 1 ft. 10 in., in 2 drawers of steel filing case. R. 104. (280)

1353. LEDGER OF LAND USES BEFORE AND AFTER AGREEMENTS, Oct. 1937 to date. On farm of each cooperator in Shenandoah Demonstration Area, at time agreement signed, and as planned for future in agreement, with performance record of work completed. Initials of staff member contacting each cooperator, name of cooperator, and date and no. of cooperative agreement; number of acres of general crop land in farm on which rotation practiced at time agreement signed, number of acres of crop land in small grain, number of acres in row crops, and number of acres of crop land in permanent vegetation, number acres in permanent pasture, permanent hay, orchard, woodland, wildlife cover, and in other uses; total acreage of farm; acreages in approved rotation, acreages on which strip cropping practiced, and acreages on which terracing practiced before and after agreement; acreages on which both strip cropping and terracing to be practiced after agreement; acreages given winter protection by rotation, legumes, and other winter coverage, acreages on which contour tillage practiced, acreages in clean-tilled crops, acreages in erosion-resisting crops, permanent vegetation, and semierosion-resisting crops; number of animal units of each species on farm and number of animal months of grazing, acreages in pasture woodland, and acreages of annual cover crops and permanent cover crops in orchard and vineyard before and after agreement; total acreages in crop land before agreement to be converted to permanent pasture, to permanent hay, to woods and wildlife coverage, to orchard and vineyard, and to other uses after agreement; acreage in crop land after agreement and net change in use before and after agreement; acreage in

permanent pasture before agreement; acreages in permanent pasture before agreement to be converted to crop land, to permanent hay, to woods and wildlife coverage, to orchard and vineyard, and to other uses after agreement; acreage in permanent pasture after agreement and net change in use before and after agreement; acreage in permanent hay before agreement; acreage in permanent hay before agreement to be converted to crop land, to permanent pasture, to woods and wildlife coverage, to orchard and vineyard, and to other uses after agreement; acreage in permanent hay after agreement and net change in use before and after agreement; acreage in woods and wildlife coverage before agreement; acreages in woods and wildlife coverage before agreement to be converted to crop land, to permanent pasture, to permanent hay, to orchard and vineyard, and to other uses after agreement; acreage in woods and wildlife coverage after agreement and net change in use before and after agreement; acreage in orchard and vineyard before agreement; acreages in orchard and vineyard before agreement to be converted to crop land, to permanent pasture, to permanent hay, to woods and wildlife coverage, and to other uses after agreement; acreage in orchard and vineyard after agreement; acreage in orchard and vineyard after agreement and net change in use before and after agreement; acreage in other uses before agreement; acreages in other uses before agreement to be converted to crop land, to permanent pasture, to permanent hay, to woods and wildlife coverage, and to orchard and vineyard after agreement; acreage in other uses after agreement and net change in use before and after agreement; performance record of conversion work done on cooperator's farm given in same manner as described above; quarterly totals of conversion work on all farms; and totals to date of conversions on all farms. Arranged chronologically. (Frequently, official.) 17 x 38 loose-leaf book, 1 in., on top of steel supply cabinet. R. 104. (241)

1354. MISCELLANEOUS FILES, Oct. 1937 to date. Mimeographed bulletins and circular letters relative to preparation, compilation, general content, and manner of distribution of cooperative agreements and amendments to agreements; cost accounting instructions and schedules; instructions relative to preparation of reports and forms; technical instructions; mimeographed minutes of SCS staff meetings; mimeographed memorandums on costs of operation of equipment; msc. mimeographed and penciled data; typewritten copy of annual narrative and statistical report of Project VA-4 for 1937 - 1938; and narrative and statistical work program of Project VA-4. Filed by subject. (Frequently, official.) 9 x 11¾ folders, 1 ft. 3 in., in drawer of steel filing case. R. 104. (232)

1355. RECORD OF AGREEMENTS AND AMENDMENTS, Oct. 1937 to date. Register of cooperative agreements with farmers. No. of each farm, no. of agreement, name and address of farm owner, date of approval of agreement, date agreement typed, date maps of farm made, and date agreement sent to regional office, SCS, Spartanburg, S. C.; also register of amendments. Farm and agreement nos., name and address of farm owner, date of approval of amendment, date typed, date map made, and date amendment sent to regional office. Entered chronologically. (Frequently, official.) 8½ x 14 paper-covered tablet, ½ in., in drawer of steel desk. R. 104. (222)

1356. REPORTS, Oct. 1937 to date. Forms: SCS-515, Monthly Distribution Report, submitted to regional office, SCS, Spartanburg, S. C. Period covered by report; division of SCS under which agency operates; no. and

location of project office; typed signature with status of employee approving report; each general class of work performed; code no. of each specific type of work performed, cost of work to SCS, cost to cooperator, and total cost; total number of units of each specific type of work completed; and unit cost of each; R2-20 (rev.). Transfer Record of Equipment, submitted as completed to regional office. Date, no. and type of outfit transferred, no. and location of project office from which and to which outfit transferred, class no. of outfit, model and make, original cost, cost of accessories, total miles or number of hours in operation from date of purchase to date of transfer, quantity and cost of gasoline or Diesel oil consumed, cost of grease, cost of parts and of repairs in SCS shops and in outside shops, cost of tires and tubes, storage, and msc. items, and depreciation cost since purchase; total cost of outfit, direct cost of parts and labor from beginning of current fiscal year to date of transfer; condition when transferred; signatures with status of transferring and receiving employees; no. of card record transferred; offices receiving copy of transfer record of equipment; and signature of employee authorizing transfer; F-20, Special Progress Report for Monthly Distribution Report, submitted to SCS, Harrisonburg, Va., by project forester and used to compile facts for Form SCS-515. Period covered; no. and location of project office; name of employee submitting report; number of units of work of each type performed by employee during period, and number to date; SCS-516 (rev.), Monthly Equipment Report, submitted to regional office for equipment, such as tractors and graders. Period covered; no. of project office and name of demonstration area in which located; location of project office; typed signature of local employee approving report; SCS no. of each item of equipment, original cost, cost of accessories, classification no., model and make, hours in operation since purchase, amount and cost of gasoline and oil consumed since purchase, cost of grease, cost of parts and of repairs in SCS and in outside shops, storage and msc. costs, depreciation cost, total cost since original purchase, date, cost per hour for operation, and condition on date of report; SCS-517 (rev.), Monthly Transportation Report, submitted to regional office for equipment, such as automobiles, trucks, and station wagons. Period covered; no. of project and name of demonstration area in which located; location of project office; typed signature of employee approving report; SCS no. of each item of equipment, original cost, cost of accessories, classification no., make, miles driven since purchase, amount and cost of gasoline and oil consumed since purchase, cost of grease, cost of parts and of repairs in SCS shops and in outside shops, cost of tires and tubes and of repairs thereto, storage and msc. costs, depreciation cost, total cost since purchase, cost per mile for operation, direct cost of parts and labor, and condition on date of report; SCS-663, Land Conversions Planned Plus Actual Acres for Individual Agreements, submitted annually to regional office. Total number of cooperative agreements in effect at close of reported period; total acreage covered by agreements; no. of project office; date report period ends; crop year for which prepared; total acreages in crop land, in pasture, in meadow or permanent hay, in range, in woodland, in orchard and vineyard, and in other lands before agreements signed; number acres in crop land before agreements, and number to be left in crop land after agreements go into effect; number of acres in crop land before agreement, and number to be changed to pasture, to meadow or permanent hay, to range, to woodland, to orchard and vineyard, and to other lands after agreements go into effect;

number of acres in pasture before agreements, and number to be changed to crop land, to be left in pasture, to be changed to meadow or permanent hay, to range, to woodland, to orchard and vineyard, and to other lands after agreements; number acres in meadow or permanent hay before agreements, and number to be changed to crop land and to pasture, to be left in meadow or permanent hay, to be changed to range, to woodland, to orchard and vineyard, and to other lands after agreements; number of acres in range before agreements, and number to be changed to crop land, to pasture, and to meadow or permanent hay, to be left in range, to be changed to woodland, to orchard and vineyard, and to other lands after agreements; number acres in woodland before agreements, and number to be changed to crop land, to pasture, to meadow or permanent hay, and to range, to be left in woodland, to be changed to orchard and vineyard, and to other lands after agreements; number of acres in orchard and vineyard before agreements, and number to be changed to crop land, to pasture, to meadow or permanent hay, to range, to woodland, to be left in orchard and vineyard, and to be changed to other lands, after agreements; number of acres in other lands before agreements, to be changed to crop land, to pasture, to meadow or permanent hay, to range, to woodland, and to orchard and vineyard and to be left in other lands after agreements; total acreage covered by agreements; total acreages in crop land, in pasture, in meadow or permanent hay, in range, in woodland, in orchard and vineyard, and in other lands after agreements; net changes in acreages of crop land, of pasture, of meadow or permanent hay, of range, of woodland, of orchard and vineyard, and of other lands after agreements; and performance record of land conversions during each year agreements have been in force; SCS-655, Performance Record for Individual Agreements, submitted annually to regional office. Closing date of report; no. of project office from which report submitted; crop year for which report made; total number of agreements in effect at close of reported period; acreage covered by agreements; classification no. of each land use, title of land use, total acreage devoted to use before agreements, acreage converted to use during each year cooperative agreements have been in force, and total acreage devoted to use after cooperative agreements have been in force; SCS-661, Summary of Work Completed, prepared monthly and used in preparation of Form SCS-515. Code no. of each type of work performed, type of work, total costs of work done, total acreage on which performed to beginning of reported period, date on which each item of work performed, number of farm on which performed, cost of item of work to SCS, cost of work to cooperator, total cost, and unit by which work measured; monthly cost of work to SCS, monthly cost to cooperators, and total monthly costs; total acreage on which work performed; grand total cost of work performed to end of reported period; and grand total acreage on which work performed; and unnumbered forms: Summary Seed Report, submitted monthly by project agronomist and used to compile facts for other reports. Period covered; division of project office in which report prepared; demonstration area in which project located; quantity of each kind of seed received by purchase and by transfer during month, and total received; quantity allotted to cooperators during month and to date, quantity delivered to cooperators during month and to date; quantity not allotted; and quantity on hand at end of period; and Detail Seed Report, submitted monthly by Project Agronomist, and used to compile other reports. Period covered; div. of project office in which report prepared; demonstration area in which project located; quantity of each kind of seed allotted to cooperators

during period and quantity to date, quantity allotted during period for purpose of making seed mixtures and to date, quantity transferred from project office during period and to date, and quantity disposed of in other ways during period and to date. Filed by subject. (Frequently, official.) 9 x 11¾ folders, 9 in., in drawer of steel filing case, and in drawer of steel desk. R. 104. (246)

1357. SEED BOOK, Oct. 1937 to date. Record of cooperative allotments and deliveries of seed to each cooperator showing initials of staff member contacting cooperator, name of cooperator to whom seed allotted, date allotment made, and quantity of each kind of seed allotted; record of delivery to each cooperator showing date of each delivery, ticket no. of bag in which delivered, kind and quantity of seed delivered; monthly record of deliveries and of supplementary deliveries of seed showing name of each cooperator to whom seed delivered during month, date of delivery, ticket no. of bag in which delivered, kind and quantity of seed delivered, and total quantity of each kind of seed delivered to all cooperators during month; monthly record of seed used in seed mixtures showing total quantity of seed used in each mixture, initials of employee mixing seed, type of mixture, date mixed, quantity of seed of each kind in mixture, and total quantity of each kind of seed used in all mixtures made during month; monthly record of seed transferred to Project VA-4 from other SCS offices showing no. and location of office from which transferred, date of each transfer, kind and quantity of seed transferred, and total quantity of seed of each kind transferred to Project VA-4 during month; monthly record of seed and fertilizer transferred from this office showing no. of each SCS office to which transferred, date transferred, ticket no. of bag in which transferred, quantity of each kind of seed and fertilizer transferred on each date, and total quantity of seed and fertilizer of each kind transferred from office during month; and monthly record of seed and fertilizer purchased showing no. of each purchase, vendor from whom purchased, date purchased, total amount of purchase order, quantity of each kind of seed or fertilizer purchased, and total quantity of each kind of seed or fertilizer purchased during month. Arranged chronologically under subject. (Frequently, official.) 14⅓ x 25½ pressboard covers, ½ in., on top of steel supply cabinet. R. 104. (236)

1358. WORK ORDERS, Oct. 1937 to date. Forms SCS: 658, Work Report, cost record of work performed by each technical div. of agency on each cooperator's farm. No. of work order under which performed; no. of project office; inclusive dates of period in which work performed; code no. of schedule used in computing costs for type of work performed; no. of cooperative agreement; field no. in which performed; name of owner and of operator of farm; description of work performed and name of technical div. of agency performing work; foreman in charge of work; each day in period on which work performed, number of supervisory man-hours and of technical man-hours necessary to perform work, number of laborer man-hours necessary, number of equipment hours necessary, and number of miles traveled by supervisory employees, by technical employees, and by laborers each day, and for entire period; rates per hour for supervisory employees, for technical employees, and for laborers of each class; rates per hour for equipment; rate per mile for travel; total cost for supervisory employees and for technical employees at each rate; total cost for laborers at each rate; total cost for equipment at each rate; total

cost of transportation; total cost to cooperator and to Govt. for supervisory employees, technical employees, laborers, materials, equipment, and transportation, with grand total of cost of work; quantity of work performed and unit cost; record of materials used, with dates, source of supply (Govt. or cooperator), kind of materials furnished, unit, quantity furnished, unit cost, and total cost; total cost to cooperator and to Govt. of all materials furnished; and grand total cost of materials used; 656, Work Order, Estimate, and Cost Report, prepared before work done on cooperator's farm. No. of project office; date work order prepared; no. of work order; present use of land on which work to be performed; future or planned use of land; code no. of schedule used in computing costs for type of work to be performed; name of owner and of operator of farm; no. of cooperative agreement; no. of field on which work to be performed; name and title of technician approving order; name of technician on work if any; description of work; estimated and actual costs to Govt. and to cooperator for supervision, technician's services, labor, each type of material and equipment to be used, and transportation, total estimated costs of work to Govt. and to cooperator; total actual costs of work to Govt. and to cooperator; grand total estimated cost; grand total actual cost; certifications by technician approving work and by foreman who supervised work that all costs shown were incurred in fulfilling terms of cooperative agreement; date work began; and date work completed; 659, Farm Summary Sheet, recapitulation of work performed on each cooperator's farm. No. of project office; name of owner and of operator of farm; no. of cooperative agreement; general type of work done; specific type of work done; agency or individual (SCS or cooperator) performing work; code no. of schedule used in computing cost for specific type of work performed; costs of supervision, labor, materials, equipment, and transportation necessary in performing work; total cost of work; code no. indicating progress made on specific type of work on cooperator's farm; and date work performed; 662, Completed Work Orders, register of all work orders completed on each cooperator's farm. No. of project office; no. of cooperative agreement; name of owner and of operator of farm; and no. of each work order, technician preparing order, date work on order began, date work completed, and initials or name of foreman under whose supervision work performed. Filed numerically by farm no. (Frequently, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case, and drawer of steel desk. R. 104. (244)

Conservation Section
Junior Soils Conservationist

1359. GENERAL FILES OF JUNIOR SOILS CONSERVATIONIST, Apr. 1936 to date. Correspondence with conservationists in other project offices relative to technical details of work; with vendors from whom jr. soils conservationist purchased gasoline, oil, and grease while on travel, relative to certification by vendor of purchase tickets; and with cooperators relative to meetings to discuss phases of cooperative agreements and related matters; memorandums from regional office, SCS, Spartanburg, S. C., of phases of conservationists' activities; lists of farms in Shenandoah Demonstration Area showing no. and location, acreage, and owner of each farm; copies of Employee Activity Report, submitted monthly by jr. soils conservationist to administrative div. of this office and submitted by this div. to regional office. No. and location of project office; period

covered; name and title of employee, type of work on which engaged on each day in period, miles traveled each day, per diem allowance for travel, and hours overtime worked; total miles traveled during period, total per diem allowance for period, and total hours overtime worked during period; signed by employee submitting report; and copies of AAA Form ACP-35, prepared annually by jr. soils conservationist for submission to County Agr. Conservation Association, an organization sponsored by AAA with cooperation of County Agr. Extension Service, to prevent overlapping of work of SCS and AAA, and to prevent overpayment to farmers by AAA for soil conservation work performed. Name and address of operator of farm and of owner of farm; code no. and letter of soil-building practice to be carried out by operator under SCS cooperative agreement, no. of field on which practice to be carried out, extent to which practice to be carried out, or number of units of work to be done, and description of practice, name of cooperating agency (SCS), and date form prepared, signed by project mgr. In as much as AAA makes payments to farmers for adopting certain soil-building practices, AAA Form ACP-35 is necessary to prevent payment to farmers by AAA for work done under SCS cooperative agreements. Filed by subject. (Occasionally, official.) 9 x 11¾ folders, 7 in., in drawer of steel desk. R. 106. (258)

1360. MISCELLANEOUS FILE OF DROUGHT RELIEF RECORDS, Aug. 1936 - Mar. 1937. Records of Drought Relief Program supervised by SCS, originating through activities of jr. soils conservationist, SCS, Harrisonburg, Va., include correspondence of jr. soils conservationist with state coordinator, SCS, Blacksburg, Va., and with officials of Project VA-2, Lynchburg, Va., relative to time reports for relief workers on Drought Relief Program; to assignment, separation, and reclassification of workers on Program, and to reports submitted by jr. soils conservationist to state coordinator, SCS, Blacksburg, Va., and to Project VA-2, Lynchburg, Va., on preparation of travel vouchers, and other matters; also Travel Report, submitted by jr. soils conservationist. Date of travel, points between which performed, speedometer readings on departure and arrival, miles traveled from one job to another, and miles traveled on job; and misc. penciled data assembled by jr. soils conservationist in preparing report of work on Drought Relief Program. Filed by subject. (Seldom, official.) 9 x 11¾ folders, 6 in., in drawer of steel filing case. R. 106. (261)

1361. COOPERATIVE AGREEMENTS, Oct. 1937 to date. Form SCS-551 (rev.), Cooperative Agreement - Agreement for Demonstrational and Experimental Work in Soil and Water Conservation, of SCS with farmers whose farms located outside Shenandoah Demonstration Area; unnumbered forms: Cropping Plan and Plan of Conservation Operations; Summary Sheet; Agronomy Work Sheet; Summary of Materials to be Furnished; Agreement Approval Slip; printed copies of land use, soils, and water disposal maps of cooperator's farm; mimeographed list of standard symbols, with explanation of each to be used on maps; and mimeographed sheet giving legend for information recorded on maps. Changes in original agreement are recorded on Form SCS 551a, Amendment to Cooperative Agreement. See entry 1350. Filed by name of cooperator. (Occasionally, official.) 9 x 11¾ folders, 5 in., in drawer of steel filing case. R. 106. (243)

1362. INVITATIONS FOR VISITS, Oct. 1937 to date. Form SCS-186. Date signed, signature of farmer, post office address, location of farm, and

number acres in farm. Sent to farmers who evince interest in work of agency and desire visit from SCS representative, and filled out and returned by them. Filed alphabetically by name of farmer. (Occasionally, official.) 3 x 5 cards, 2 in., in cloth-covered card tray. R. 106. (224)

1363. RECORDS OF CONTACTS, Oct. 1937 to date. Of conservationists with prospective cooperators. Prospective cooperator; number acres in farm, location of farm, date owner contacted, date agreement signed, name of conservationist, date of approval of agreement, date agreement typed, date mailed to regional office, SCS, Spartanburg, S. C., no. of farm and of agreement, map no., and remarks. Filed alphabetically by name of person contacted. (Frequently, official.) 5 x 8 cards, 4 in., in cloth-covered card tray. R. 106. (225)

Drafting Section
Project Draftsman

1364. CARD RECORD OF FARM NUMBERS, Oct. 1937 to date. Serial no. of card, cooperator, farm no., and total acres in farm. For duplicate set of cards see entry 1349. Filed numerically by serial no. of card. (Occasionally, official.) 3 x 5 cards, 3 in., in wooden card tray. R. 101. (231)

1365. CARD RECORDS OF MAPS AND DRAWINGS, Oct. 1937 to date. Card record of maps made of cooperators' farms. Cooperator; acreage in farm; farm no.; no. and type (soils, land use, water disposal) of each map, date made, and initials of draftsman; also card record of drawings. Title of drawing, drawing no., type of material on which made, initials of employee making drawing, date made, and title of project official for whom made. Cards filed alphabetically by name of cooperator; drawings filed by title. (Occasionally, official.) 3 x 5 cards, 3 in., in cloth-covered card tray on desk. R. 101. (240)

1366. GENERAL FILES OF PROJECT DRAFTSMAN, Oct. 1937 to date. Correspondence with regional office draftsman and other Va. project draftsmen relative to technical phases of drafting work, with individuals requesting information and data, and with vendors of drafting equipment and supplies relative to possible purchase of drafting equipment and supplies; Form D-1, Drafting Section Work Record, submitted monthly to regional office. Nos. of regional and of project offices, state and area in which project office located, inclusive dates of period covered by record, draftsman preparing each map and/or drawing during period, title of drawing or map, description, date made, time required to make drawing or map, and div. of local project office for which made; mimeographed memorandums relative to technical phases of work sent draftsman from regional office; lists of symbols to be used on field sketches and drawings; and inventories of drafting equipment and supplies made at quarterly intervals, with quantity on hand, unit, and name and description of each item on date of inventory. Filed by subject. (Frequently, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders, 4 in., in drawer of steel desk. R. 101. (237)

1367. ORIGINAL MAPS, Oct. 1937 to date. Manuscript land use, soils, and water disposal maps of farms of cooperators in Shenandoah Demonstra-

tion Area, supervised by Project VA-4. Land use map, made after agreement with cooperator signed, showing general boundaries of farm, boundary lines of different fields or acreages on farm with symbols indicating use to which each field to be put during period in which cooperative agreement in effect, general topography of farm, key to symbols on map, contract no., code no. for type of farm, legal description of farm, name and address of owner, name and address of operator if other than owner, number of acres in farm, scale to which map drawn, no. and location of SCS project office, and initials of staff members preparing contract, making survey of farm, drafting map, and checking map with date each done; soils map, made before agreement with cooperator signed, showing general boundaries of farm, chief topographical features, boundary lines and symbols indicating extent and types of soils on farm, and identification data as shown above on land use map; and water disposal map, made after agreement with cooperator signed, showing general boundaries of farm, chief topographical features, drawings, lines, and symbols indicating locations and types of water-diverting and water-conserving devices to be installed on farm as part of cooperative agreement, and identification data as shown above on land use map. Filed alphabetically by name of cooperator. (Frequently, official.) 9 x 11¾ folders, 5 in., in drawer of steel filing case. R. 101. (229)

1368. REGISTER OF DRAWINGS, Oct. 1937 to date. Unnumbered form, Record of Drafting Numbers. No. of project office, area in which located, title of each drawing made, div. of SCS project office for which made, draftsman making drawing, date made, and drawing no. Filed chronologically. (Frequently, official.) 9 x 11½ folders, 1 in., in drawer of steel desk. R. 101. (239)

Engineering Section
Project Engineer

1369. GENERAL FILES OF PROJECT ENGINEER, Oct. 1937 to date. Correspondence with engineers in other project offices relative to technical details of work and transfer of surplus equipment used in work, with vendors of agricultural implements relative to specifications for equipment and costs of parts needed for repairs of equipment, and with operators of garages and shops relative to repairs to be made to equipment, with applicants for employment requesting them to report to the office for interviews regarding employment on temporary basis; mimeographed bulletins and circulars from regional office, SCS, Spartanburg, S. C., relative to engineering problems; catalogues and instruction books from vendors of agricultural equipment; examinations given operators of SCS equipment giving name of person examined, date of examination, name of examiner, number of questions examinee failed to answer correctly, and tabulations opposite each question indicating whether examinee's answer correct or incorrect; and notice of issue of driver's permit. Person to whom permit issued, SCS permit no., date permit issued, certification signed by official issuing permit that person to whom permit issued has passed tests satisfactorily, date of certification, signature of project mgr. indicating approval of issue, signature of driver indicating that permit received, date, state permit no.; and date of cancellation, if canceled. Filed by subject. (Occasionally, official.) 9 x 11¾ folders, 10 in., in 2 drawers of steel filing case. R. 102. (249)

1370. TRACTOR REPORTS, Oct. 1937 to date. Form E-81, submitted by SCS mechanics as daily report of work on and repairs to Govt.-owned tractor outfits. No. of outfit; date of report; number of hours worked by mechanic on outfit, rate per hour for services of mechanic, and total cost for mechanic's services; number of hours worked by helper on outfit, rate per hour for services, and total cost for helper's services; total hours worked by mechanic and helper, and total cost of services for both; no. of each part used in repairs, name of part, no. of purchase order by which secured, and cost of part; total cost of all parts used; kinds of supplies used for cleaning and servicing of outfit; and remarks; signed by mechanic. Filed chronologically under outfit no. (Frequently, official.) $5\frac{1}{4}$ x 8 loose sheets, 6 in., in cloth-covered card index tray. R. 102. (248)

Forestry Section
Project Forester

1371. GENERAL FILES OF THE PROJECT FORESTER, Oct. 1937 to date. Correspondence with regional forester, Spartanburg, S. C., and with other project foresters relative to technical details of work, and to transfer of supplies and materials between projects; also mimeographed bulletins and instructions from regional office, SCS, Spartanburg, S. C.; mimeographed and typed articles on forestry problems and work; minutes of SCS staff meetings; and misc. data assembled by project forester. Filed by subject. (Frequently, official.) 9 x $11\frac{3}{4}$ and $9\frac{1}{2}$ x 12 folders, 9 in., in drawer of steel desk. R. 108. (227)

1372. WORK RECORD CARDS, Oct. 1937 to date. Record of work performed by project forester on cooperator's farm. Owner, farm no., agreement no., date of agreement, number of units of each type of woodland or forestry work to be done on farm, number of units of each type of work performed during each monthly period since signing of agreement, total units of work performed, and remarks. Filed alphabetically by name of cooperator. (Occasionally, official.) 5 x 8 cards, 3 in., in pasteboard card tray. R. 108. (226)

Soils Section
Project Soils Technician

1373. GENERAL FILES OF PROJECT SOILS TECHNICIAN, Oct. 1937 to date. Mimeographed and typed circular letters of instructions from regional office, SCS, Spartanburg, S. C.; correspondence of project soils technician with officials of SCS, Danville, Va., and with soils technicians in other project offices regarding methods of work and other matters; Project VA-4 annual narrative and statistical reports and copy of Project VA-4 Work Program; minutes of staff meetings; detailed narrative descriptions of types of soils found in Shenandoah Demonstration Area; misc. data assembled by soils technician; unnumbered weekly report, kept by soils technician as record of work performed. Demonstration area in which work performed; no. of project office; period covered; date of each day in period, landowner on whose farm work performed during day, location of farm, type of survey made, technical man-hours worked during day, non-technical man-hours worked, and miles traveled; and in some cases brief narrative description of type of work or duties performed during week;

forms: 2, Weekly Progress Report, submitted to regional office, SCS, Spartanburg, S. C. Demonstration area, no. of project office, inclusive dates of period covered, name of chief of party, locality in which party worked each day in period, county, weather conditions, acres surveyed, and other work performed, total acres surveyed during period and to date, number of parties and of men engaged in surveying work; if assignment changed at end of week, nature and date of change, and how to be reached by mail and by telephone; and remarks; signed by employee preparing report; S-104, Weekly Project Survey Report, superseded by Form 2 on July 23, 1938. Demonstration area, no. of project office, inclusive dates of period covered by report, men on survey duty during period, acres surveyed each day in period, other work done, and remarks, total acres surveyed during week and to date, name of chief of party, and remarks; S-105, Progress Report, kept by soils technician. Demonstration area, period covered, number of farms with total acreage surveyed for erosion during week, number of farms with total acreage surveyed for erosion previous to reported period, number of farms with grand total acreage surveyed for erosion to date, remarks, number of technical and nontechnical man-hours on work during week, number of technical and nontechnical man-hours on work previous to reported week, and number of technical and nontechnical man-days to date on work, and man-days to date on erosion surveys and on boundary surveys; and S-126, Farms Mapped. Demonstration area, no. of project office, inclusive dates of reported period, each landowner whose farm mapped during period, acres in farm, legal description of farm, initials of employee mapping farm, date mapped, and no. of aerial sheet from which mapped. Filed by subject. (Frequently, official.) 9 x $11\frac{3}{4}$ folders, 10 in., in drawer of steel desk. 3d floor, SW. (257)

1374. SOILS MAPS, Oct. 1937 to date. Manuscript maps of farms of cooperators in Shenandoah Demonstration Area. General boundaries of farm, chief topographical features, lines and symbols indicating location and extent of each type of soil on farm, legend explanatory of symbols and drawings, contract no., code no. for type of farm, legal description of farm, name and address of owner and of operator if other than owner, number of acres in farm, scale to which map drawn, no. and location of SCS project office, and initials of staff members who prepare contract, survey farm, and draft and checking map, with date each service performed. Filed alphabetically by name of cooperator. (Frequently, official.) 9 x $11\frac{3}{4}$ folders, 5 in., in drawer of steel filing case. 3d floor, SW. (235)

1375. WORK RECORD OF PROJECT SOILS TECHNICIAN, Oct. 1937 to date. Register of types of work performed by Soils Section, kept by soils technician for aid in preparing reports: (1) Farms Mapped by Week. Date of last day of week, name of each landowner whose farm mapped during week, number of technical and of nontechnical man-days worked, number of miles traveled, and number of acres in farm; (2) Farms Mapped by Name. Date mapped, name of landowner, acres in farm, location of farm by aerial photo no. and no. of highway, and initials of employee making map; (3) Weekly Reports in Area. Date of last day in weekly report period, acres surveyed during week and to date, technical man-hours worked during week and to date, nontechnical man-hours worked during week and to date, percentages of soil and boundary surveys complete at end of week, and number farms surveyed during week and to date; (4) Weekly Report Outside Area, of survey outside demonstration area, with same type of information as

in Weekly Reports in Area; and (5) Augusta County Farm Surveys, made in Augusta County which is outside demonstration area. Date farm mapped, name of landowner, acres in farm, location of farm, and initials of employee making map. Index on flyleaf of vol. Entered chronologically under subject. (Frequently, official.) 7½ x 12 vol., 1 in., in drawer of steel desk. 3d floor, SW. (247)

THE OFFICE OF THE SOLICITOR

INTRODUCTION

By reason of the enactment of the Weeks Forestry Law of March 1, 1911, and subsequent amendments to that law, there was imposed upon the Office of the Solicitor the duty of examining titles to lands acquired by the Department of Agriculture by direct purchase and by judicial proceedings for administration as national forests. From time to time following the enactment of the Weeks Law, the Office of the Solicitor as the needs of the service required established temporary branch offices in different sections of Virginia including the office at Roanoke. The life of any particular office depended upon the continuance of the volume of business in the section in which it was located. In 1937 all branch offices in Virginia including the Roanoke office were discontinued, and the work was transferred to a field station located in Washington, D. C. About that time the duty of actually preparing the titles to lands in the various national forests was transferred to the Forest Service, but the work of reviewing the abstracts after they have been prepared by the abstractors is performed by title attorneys at the field station in Washington.

THE OFFICE OF THE SOLICITOR

ROANOKE

DIVISION OF ACQUISITION OF LANDS UNDER WEEKS LAW
TITLE DISTRICT NO. I, TITLE ATTORNEY
Post Office and Court House, Church Ave. and 2d St. SW.

This office was set up in February 1935 as a temporary service office to examine and report titles to lands purchased by the Forest Service, United States Department of Agriculture, for administration as national forests. It had previously been located at Woodstock and Harrisonburg, Virginia, and other points. As the title attorneys' offices are moved about the country certain records are carried with them and once an office is abolished the abstracting records are released to the forest supervisor in charge of the national forest in which the land acquired is located. The Roanoke office was abolished sometime after this survey was completed on April 27, 1937. Its abstracting records are in the custody of the forest supervisors respectively of the George Washington National Forest, Harrisonburg, Virginia, and the Jefferson National Forest, Roanoke, Virginia. Administrative records of the office were removed to Washington.

1376. PENDING CASES OF GEORGE WASHINGTON AND JEFFERSON UNITS IN VIRGINIA, 1911 - 1936. Form 594 and correspondence of title attorney with owners of land in question and Forest Service officers, abstractors, and solicitors; also descriptive maps of specific tracts of land, and certificates of possession of disputed lands. See entry 1382. Covered by index, entry 1381. Filed alphabetically. (Frequently, official.) 9½ x 11¾ pockets, 1 ft. 6 in., in drawer of steel filing case. Dirty, ink faded. R. 316. (233)

1377. CARD INDEX TO ACQUISITIONS OF LANDS IN CUMBERLAND UNIT IN KENTUCKY, 1911 to date. Cards give brief history, of lands in Cumberland National Forest Unit, acquired through proceedings conducted by title attorney for Forest Service. Each card records name of Forest Service unit in which land is located, name of estate or owner of land on date of institution of proceedings for purchase, tract no. and acreage, county, state, date of approval of purchase by National Forest Reservation Commission; also dates of submissions for preliminary approval, final approval, condemnation (when such procedure was necessary), and authorization for payment. Cumberland National Forest Unit is located in Ky. along Cumberland River. Index covers entry 1387. Filed alphabetically. (Frequently, official.) 5 x 6 cards, 11 in., in drawer of steel and wood card cabinet. R. 316. (222)

1378. CARD INDEX TO ACQUISITIONS OF LANDS IN FOREST UNITS IN INDIANA, 1911 to date. Cards give brief history, of lands in Ind. Forest Unit, acquired legally by title attorney for Forest Service. Each card records name of Forest Service unit in which land is located, name of estate or owner of land on date of institution of proceedings for purchase, tract no. and acreage, county, state, date of approval of purchase by National Forest Reservation Commission, dates of submissions for preliminary approval, final approval, condemnation (when this proceeding was necessary), and authorization for payment. Ind. Forest Units include Lafayette, Lost River, Pataka, and Pleasant Run. Index covers entry 1400 and, in part, entries 1386 and 1393. Filed alphabetically. (Frequently, official.) 5 x 6 cards, 1 ft. 2 in., in drawer of steel and wooden card cabinet. R. 316. (218)

1379. CARD INDEX TO ACQUISITIONS OF LANDS IN THE MONONGAHELA UNIT AND THE CHEROKEE UNIT, 1911 to date. Cards give brief history of lands in Monongahela and Cherokee units acquired legally by title attorney for Forest Service. Each card records name of Forest Service unit in which land is located, name of estate or owner of land on date of institution of proceedings for purchase, tract no. and acreage, county, state, and date of approval of purchase by National Forest Reservation Commission, and dates of submissions for preliminary and final approval, condemnation (when this procedure was necessary), and authorization for payment. Monogahela Unit is in W. Va., while Cherokee Unit (formerly Unaka Tenn. Unit) is in northeast Tenn. Covers entries 1383 and 1388 and, in part, entries 1386 and 1393. Filed alphabetically. (Frequently, official.) 5 x 6 cards, 10 in., in drawer of steel and wooden card cabinet. R. 316. (217)

1380. CARD INDEX TO ACQUISITIONS OF LANDS IN FOREST UNITS IN OHIO, 1911 to date. Cards give brief history of lands in Ohio Forest units, acquired legally by title attorney for Forest Service. Each card records name of Forest Service unit in which land is located, name of estate or owner of land on date of institution of proceedings for purchase, tract no. and acreage, county, state, date of approval of purchase by National Forest Reservation Commission, dates of submissions for preliminary and final approval, condemnation (when this procedure was necessary), and authorization for payment. Ohio Forest units include Hocking Valley, Little Scioto, McArthur, and Symmes Creek. Partly covers entries 1386 and 1393. Filed alphabetically. (Frequently, official.) 5 x 6 cards, 9 in., in drawer of wooden card cabinet. R. 316. (216)

1381. CARD INDEX TO ACQUISITIONS OF LANDS IN GEORGE WASHINGTON UNIT AND JEFFERSON UNIT, 1911 to date. Cards give brief history of lands in George Washington and Jefferson units acquired legally by title attorney for Forest Service. Each card records name of Forest Service unit in which land is located, name of estate or owner of land on date of institution of proceedings for purchase, tract no. and acreage, county, state, date of approval of purchase by National Forest Reservation Commission, and date of submissions for preliminary and final approval, condemnation (when this procedure was necessary), and authorization for payment. George Washington Unit and Jefferson Unit are in Va., Jefferson Unit comprises what was formerly known as Mountain Lake Unit and Unaka Va. Unit. Index covers entries 1376, 1382, 1384, 1385, 1389, 1392, and 1396.

Filed alphabetically. (Frequently, official.) 5 x 6 cards, 10 in., in drawer of steel and wooden card cabinet. R. 316. (220)

1382. CLOSED CASES OF GEORGE WASHINGTON NATIONAL FOREST, 1911 to date. Form 594, drafted by the Forest Service and approved by the National Forest Reservation Commission, conforms to the acts of Congress of March 1, 1911, and June 1, 1924 which concern proposed purchases of forest lands. Location, description, and acreage of the tract, an analysis of the land, its valuation per acre and total, and the kinds of timber which it produces; correspondence of title attorney with solicitor, U. S. attorneys, law firms representing individuals, and individuals who own the land which the Government wishes to purchase; also copies of contracts between U. S. and owners of land on date of institution of proceedings for purchase, descriptions of boundaries, blueprints, maps, abstracts of titles to land in each case. Copies of titles to land trace ownership back to time of original grant. Copies made of wills affecting ownership of property in question. Covered by index, entry 1381. Filed alphabetically. (Occasionally, official.) 9 x 15 folders, 80 ft., in 40 drawers of metal filing cases. Dirty. R. 316. (236)

1383. CLOSED, ABEYANT, AND DROPPED CASES OF THE MONONGAHELA UNIT IN WEST VIRGINIA, 1911 to date. Correspondence of title attorney with individuals and solicitors, relative to abeyant cases; also abstracts for closed or dropped cases with Form 594 attached. See entry 1382. Closed cases of purchases occurring under ERA and made possible by appropriations of that Administration are segregated from other cases. Covered by index, entry 1379. Filed alphabetically. (Frequently, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ pockets, 2 ft., in drawer of steel filing case. Dirty, ink faded. R. 316. (237)

1384. GEORGE WASHINGTON NATIONAL FOREST DROPPED CASES AND UNAKA UNIT OF VIRGINIA CLOSED CASES, 1911 to date. Correspondence of title attorney with solicitor, cooperating Forest Service officials, and owners of tracts in question; also maps, blueprints of tracts, options held by U. S. on land, certifications of possession by true owner of land, and descriptions of boundaries. Covered by index, entry 1381. Filed alphabetically. (Frequently, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ pockets, 1 ft. 6 in., in drawer of steel filing case. Dirty, ink faded. R. 316. (234)

1385. GEORGE WASHINGTON, JEFFERSON, MOUNTAIN LAKE, AND UNAKA CASES SUBMITTED FOR PRELIMINARY APPROVAL, 1911 to date. Correspondence of title attorney with owners of land in question, Forest Service officers, abstractors, and solicitors, relative to cases; also Form 594 which is major evidence. See entry 1382. In some instances, maps of tract, certificate of possession and description of tract, supplement correspondence and Form 594. Covered by index, entry 1381. Filed alphabetically. (Frequently, official.) 8 x $10\frac{1}{2}$ covers, loose papers, 1 ft. 4 in., in drawer of steel filing case. Dirty, ink faded. R. 316. (244)

1386. OHIO AND TENNESSEE PENDING, PRELIMINARILY SUBMITTED, AND CLOSED CASES, AND INDIANA, OHIO, AND TENNESSEE ERA CASES, 1911 to date. Form 594 for each tract of land and correspondence of title attorney with owners of land in question, Forest Service officers, abstractors, and solicitors, relative to case at hand. In some instances included maps of

tract, certificates of possession, and description of tracts. Acquisition requested in Form 594 handled by title attorney. See entry 1382. ERA cases refer to title of allocation made for purchase of forest lands. Otherwise, procedure identical with regular acquisition cases. Covered by indexes, entries 1378, 1379, and 1380. Filed by subject; arranged alphabetically. (Frequently, official.) 9½ x 11¾ pockets, 2 ft., in drawer of metal filing case. R. 316. (219)

1387. PENDING, PRELIMINARILY SUBMITTED, CLOSED, AND DROPPED CASES FOR CUMBERLAND UNIT IN KENTUCKY, 1911 to date. Correspondence of title attorney with owners of land in question, Forest Service officers, abstractors, and solicitors, relative to cases; also Form 594, which is major evidence. See entry 1382. In some instances, maps of tract, certificate of possession, and description of tract, supplement correspondence and Form 594. Covered by index, entry 1377. Filed alphabetically. (Seldom, official.) 9½ x 11¾ pockets and 8 x 10½ folders, 2 ft., in drawer of metal filing case. R. 316. (245)

1388. PENDING AND PRELIMINARILY SUBMITTED CASES OF THE MONONGAHELA UNIT IN WEST VIRGINIA, 1911 to date. Correspondence of title attorney with owners of land in question, Forest Service officers, abstractors, and solicitors, relative to cases; also Form 594, which is major evidence. See entry 1382. In some instances, maps of tract, certificate of possession, and descriptions of tract, supplement correspondence and Form 594. Covered by index, entry 1379. Filed alphabetically. (Frequently, official.) 9½ x 11¾ pockets, 8 in., in drawer of steel filing case. R. 316. (239)

1389. UNAPPROVED CASES OF GEORGE WASHINGTON UNIT AND JEFFERSON UNIT COMPRISING MOUNTAIN LAKE UNIT AND UNAKA VIRGINIA UNIT, 1911 to date. Form 1009, Copy of Option Held on Disputed Tract by Forest Service, blueprints, descriptions of tracts, and proposals for sale of tracts. Some cases contain correspondence of the title attorney with Forest Service officials, U. S. attorneys, and interested individuals. All items not in each unapproved case; some have only one item filed while some include copies of grants and deeds. Held in abeyance pending approval of purchase proposal. Status of case may change from unapproved to approved, closed, or dropped, and accurate dates cannot be fixed since files are changing constantly. Covered by index, entry 1381. Filed alphabetically. (Occasionally, official.) 9½ x 11¾ and 9½ x 14¾ pockets, 1 ft. 6 in., in drawer of steel filing case. R. 316. (231)

1390. GENERAL CORRESPONDENCE AND MISCELLANEOUS RECORDS (INACTIVE), 1914 - Jan. 1934. Correspondence of title attorney with solicitors and out-of-town officials, relative to administrative office procedure, records of accounts and supplies, bids, awards, contracts, cases assigned to abstractors, requisitions, vouchers for purchases, copies of expense accounts, maps, service certificates, weekly reports, and leases for office space in states under supervision of this office. Filed alphabetically. (Seldom, official.) 15 x 19½ and 9 x 12 folders, 9½ x 11¾ pockets, 6 ft., in 3 drawers of steel filing case. Dirty, torn. R. 316. (235)

1391. GENERAL CORRESPONDENCE, 1914 - Jan. 1934. Of title attorney,

relative to personnel of his office and of branch offices in Ind., Ky., Ohio, Tenn., and W. Va., and with applicants for positions in these offices; also copies of travel vouchers, Form 1012A. Related to entry 1394. Filed alphabetically by name of employee or applicant under name of state. (Frequently, official.) 9 x 15 folders, 9½ x 11¾ pockets, 2 ft., in drawer of steel filing case. Dirty, torn, ink faded. R. 312. (247)

1392. CONDEMNATION PETITIONS, VIRGINIA, A-Z, 1929 to date. Correspondence of title attorney with solicitor and U. S. attorney, Roanoke, Va., regarding condemnations and petitions, showing report and abstract of title, copy of option, boundary description, and blueprint of land to be acquired. It is frequently necessary to condemn certain lands, boundaries of which come within those of various national forests. If Forest Service and solicitor's office cannot reach an agreement with owner of land as to purchase price, a condemnation petition is prepared and submitted to U. S. attorney, who takes necessary steps to secure land. Covered by index, entry 1381. Filed alphabetically. (Frequently, official.) 9½ x 11¾ pockets, 2 ft., in drawer of metal filing case. R. 316. (243)

1393. CONDEMNATION PETITIONS AND CORRESPONDENCE FOR INDIANA, OHIO, AND TENNESSEE, 1929 to date. Correspondence of title attorney with solicitor and U. S. attorney, relative to condemnation petitions on land to be acquired; also report of title, copies of options, boundary description, and blueprints. Covered by indexes, entries 1378, 1379, and 1380. Filed alphabetically. (Frequently, official.) 9½ x 11¾ pockets, 1 ft., in drawer of metal filing case. R. 316. (240)

1394. GENERAL CORRESPONDENCE, Feb. 1934 to date. Of title attorney, relative to personnel of his office and of branch offices in Ind., Ky., Ohio, Tenn., and W. Va., and with applicants for positions in these offices; also copies of travel vouchers, Form 1012A. Related to entry 1391. Subdivided into sections for each state under supervision of this office. Filed alphabetically, in sections, by name of employee or applicant. (Frequently, official.) 9½ x 11¾ pockets and 9 x 15 folders, 1 ft., in drawer of steel filing case. R. 316. (246)

1395. GENERAL CORRESPONDENCE AND MISCELLANEOUS RECORDS, ACTIVE, Feb. 1934 to date. Correspondence of title attorney with solicitor and out-of-town officials relative to administrative office procedure, and records of accounts and supplies, bids, awards, contracts, cases assigned to abstractors, requisitions, vouchers for purchases, copies of expense accounts, maps, service certificates, weekly reports, and leases for office space in various states under supervision of this office. Filed alphabetically. (Frequently, official.) 15 x 19½ and 9 x 12 folders, 9½ x 11¾ pockets, 4 ft., in 2 drawers of metal filing case. R. 316. (242)

1396. CLOSED CASES OF THE JEFFERSON UNIT, Feb. 1, 1935 to date. Form 594 and correspondence of title attorney with owners of land in question, or cooperating officials of National Forest Reservation Commission, solicitors, and abstractors, relative to cases in Mountain Lake dist.; also blueprints of tracts, copies of options, certificates of possession, abstracts of titles. Covered by index, entry 1381. Filed al-

phabetically. (Frequently, official.) 9 x 12 folders, 9½ x 11¾ pockets, 6 ft., in 3 drawers of steel filing case. R. 316. (235)

1397. COPIES OF LAND GRANTS, Apr. 1 - Sept. 1, 1935. Dates of grant and survey, where recorded, grant book and page nos., acreage, boundaries and location of tract, and name of person to whom granted. Original documents are in land office in Richmond, Va. Grants date back to 1755, but copies made from Apr. to Sept. 1935. The original typed copy of each grant and one carbon are stitched together, about 11,000 copies. Cases segregated as follows: finished, in progress, and to be copied. Covered by index, entry 1398. Filed alphabetically by name of person to whom grant was made, under name of county. (Frequently, official.) 9½ x 12 folders, 10 ft., in 5 drawers of metal filing cases. R. 316. (241)

1398. INDEX TO GRANTS, Apr. - Sept. 1935. Records county, name of grantee, grant no., land book and page nos., and tract acreage. Pockets contain duplicate typewritten indexes. Indexes in loose-leaf books are handwritten. Index covers entry 1397. Filed by name of county. (Frequently, official.) 9½ x 11¾ pockets, 9½ x 12 books, 1 ft., in drawer of steel filing case. R. 316. (221)

1399. TIME REPORTS, July 1, 1936 to date. For employees working on part time or per diem basis. Number of hours worked weekly, itemized by days; yearly salary rate; signed by approving official. Prepared in duplicate; original sent to Pay Roll Dept. Filed alphabetically by name of state. (Occasionally, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 316. (248)

1400. PENDING, PRELIMINARILY SUBMITTED, CLOSED, AND DROPPED CASES FOR INDIANA, July 1935 to date. Correspondence of title attorney with owners of land in question, Forest Service officers, abstractors, and solicitors, relative to cases; also Form 594, which is major evidence. In some instances, maps of tract, certificate of possession, and description of tract, supporting correspondence and Form 594. Covered by index, entry 1378. Filed alphabetically. (Seldom, official.) 9½ x 11¾ pockets, 2 ft., in drawer of metal filing case. R. 316. (238)

THE WEATHER BUREAU

INTRODUCTION

Some of the earliest serious weather observers in America were among the abler masters of Virginia plantations. Occasionally in books maintained for the purpose, more often merely in diaries, these intelligent gentlemen meticulously recorded in their neat eighteenth or early nineteenth century handwriting sudden "freezes", scorching droughts, riddling hail storms, long unseasonal rains, or perhaps merely the word "rain" or "cloudy". And having made the record from year to year, they studied it, hoping thus for greater enlightenment in the planting or harvesting of their wheat, corn, and tobacco.

Notable among these intellectuals, as might be expected, was the scientifically minded Jefferson. Making use of the seventeenth century inventions of thermometer and barometer, he began at Monticello in 1772 a record similar to that which his cousin, Professor James Madison, was keeping at the College of William and Mary. Daily he noted wind, rain when it occurred, and his readings of barometer and thermometer; and having begun this practice, he adhered to it during the greater part of his life, even when he was in Paris, or involved in pressing matters of state. On the roof of Monticello, he constructed a weather vane, supported by a vertical rod which projected down to the ceiling of the portico. He attached to the lower end of the rod an arrow which by its position indicated to him on a lettered dial, as he sat snugly inside the charming house, the direction of the wind at any moment. With the aid of this instrument, which was quite similar to the modern vane, he was able to record his weather observations several times the day. He induced others in different parts of the country to make similar records; he collected and charted the results and drew conclusions relative to the character and movement of storms. Long afterward, writing in the Monthly Weather Review for December 1895, two members of the United States Weather Bureau from whose joint article these facts on Jefferson have been gleaned, pronounced Jefferson's conclusions "remarkably accurate considering the meagre data at his command for such investigations."

No doubt Jefferson's friend, the Virginia planter, President James Monroe, highly approved when his appointee, the earliest Surgeon General of the Army, submitted to the Secretary of War for approval in 1818 a system of regulations which included as one of the duties of the Surgeon General "to keep a diary of the weather". Thus did the Army Medical Department on its inception, according to the Army Meteorological Register published in 1855, enter upon a system of making and publishing extensive meteorological observations.

The meteorological habits of the Virginians acted even more directly on the Navy. Although sailors have been weather conscious since antiquity, it was a member of the Virginia planter class who discovered the

universal significance of the sailor's weather observations. Matthew Fontaine Maury, born near Fredericksburg, came of stock which had been long settled in Virginia. When he was five his parents migrated with their family to Tennessee, but Maury himself when he married in 1834 established his residence at Fredericksburg. Meanwhile, like other young Virginians, he had entered the United States Navy. Years later when examining old log books which had been stored by the Department of the Navy as so much rubbish he found the records so significant that he settled down to serious research and after five years of it published in 1847 his epoch making Wind And Current Chart Of The North Atlantic. In 1851 he conceived the idea of a universal system of meteorological observation on land and sea, for he was convinced that the science of meteorology was as significant for the farmer as for the sailor. He decided, however, to confine weather observations at first to the sea. This he later regretted.

It remained for another brilliant scientific mind to demonstrate the value of a comprehensive national weather service. In 1844 had occurred the invention of the telegraph. Three years later Professor Joseph Henry, the physicist, a native of New York State, was called from the College of New Jersey, now Princeton University, to be secretary of the newly organized Smithsonian Institution. In 1849, Professor Henry probably led the world in using the telegraph daily to receive weather observations. He personally requested the telegraph companies to direct their operators to replace in their regular morning dispatches the signal, "O.K,", by which they were accustomed to announce that their lines were in order, with such words as "fair", "cloudy", or the like. In 1850, according to the Report of the Board of Regents of the Smithsonian Institution, published in 1893, Professor Henry was able by means of this "live data" furnished him gratis each morning, to construct the first current weather map giving daily the meteorological conditions over the whole country. These indications he published at large by signals displayed from the high tower of the Smithsonian Institution. After the Washington Star in 1857 took to printing the Smithsonian weather reports, thus rousing notable public interest, the Smithsonian Institution furnished the Star directly with daily reports which the editor printed.

Probably Virginia on account of her great agricultural interests was one of the earliest American communities to respond to the Star's dissemination of Professor Henry's demonstration of the value of a comprehensive national weather bureau. At any rate, the next year, 1858, a "Cooperative Meteorological Station of Fredericksburg, Spotsylvania County, Virginia", began to keep records which were maintained until political excitement suspended them in 1861. The cooperative activity was not resumed at Fredericksburg until 1893, but the ante-bellum association created a local precedent. Between 1869 and 1893 four cooperative meteorological stations were founded in Virginia. The first of these at Hampton, Elizabeth City County, on Hampton Roads, maintained records from 1869 to 1878, and again in 1893. The second was founded in 1880 at Dale Enterprise, Rockingham County, the third in 1884 at Marion, Smyth County, and the fourth in 1892 at Hot Springs, Bath County. The last three were in mountain counties, two of which, Rockingham and Bath, are cut by the Great Valley.

The Smithsonian Institution, which resumed its volunteer weather work after the War for Southern Independence, frequently urged the desirability of the Government's establishing a meteorological department under one comprehensive system. Meanwhile, a fourth Federal agency had become aware of the weather. The Commissioner of Agriculture who headed the new

department created in 1862 whose head however did not yet have cabinet rank, suggested that the Government provide daily weather reports. Not the new department of agriculture, however, but the War Department furnished the earliest instrument for carrying out the idea. In 1870, Congress provided for a weather service under the Signal Officer of the United States Army. Though assigned to protect commerce on the Atlantic and Pacific oceans and the Great Lakes, twenty-four stations on November 1, 1870, were also telegraphing weather observations to Washington under the direction of the Chief Signal Officer, General Albert T. Myer. Since Virginia chanced to be a great maritime state, strategic both for commerce and war, one of these earliest official stations was on her shore at Norfolk. Supporting acts rapidly developed the weather service of the War Department. The act of March 3, 1871, ordered that the duties of the men under the signal corps include storm observations. The act of 1878 created a permanent signal corps and authorized the continuance of the 147 first class and 24 second class weather stations then in operation. Meanwhile, the Smithsonian Institution turned over its voluntary national weather service to the Signal Service, although it made no formal transfer until 1874.

In May 1871 the Signal Service established at Lynchburg the second Government weather station in Virginia. So significant did Virginians believe the Federal weather service to be that they submitted requests for a station also at the capital, Cape Henry, Christiansburg, Manassas, Staunton, Winchester, Wytheville, and on the Virginia mountains. Two only of these requests were granted. In 1873, the Signal Service established the Cape Henry and Wytheville stations. In 1880, however, the Signal Service opened a station on Chincoteague Island off the ocean coast of the Virginia Eastern Shore. In 1886 it had no station at Richmond but issued cold wave warnings by displaying a flag. Throughout the period of weather service under the Signal Service the stations at Norfolk, Cape Henry (Captain John Smith's first landing place), and Chincoteague Island were especially valuable as storm warning stations, while the station at Lynchburg aided the important tobacco growing area south of James River.

In some of the states after 1881, state weather services were organized either through private initiative, by boards of trade, or appropriations from state legislatures to cooperate with the Signal Corps of the United States Army for the dissemination of weather information. Virginia had no such state service, but the signal officer in charge of the cooperating state weather service, wrote in his report for the fiscal year ending June 30, 1889, "for purpose of securing reliable information relative to the effect of weather upon growing crops, the cooperation of voluntary observers in the preparation of the Weather Crop bulletin has been secured in Ohio and Virginia."

The important part played by signal officers and their subordinates in laying the foundations in Virginia of the future Weather Bureau of the Department of Agriculture is shown in the following chart compiled from the printed report of the chief signal officer for the fiscal year ending June 30, 1890. The chart shows the principal stations established in Virginia under the Signal Corps. It is notable that those stations at Cape Henry, Lynchburg, and Norfolk remain chief stations of the Weather Bureau in Virginia today. In 1890 there was no first order weather station in Virginia.

Station	Class	Date of Establishment	Date Observations Began	Date Closed
Abingdon	Rainfall	July 1, 1887	Aug. 13, 1887	
Cape Henry	2nd order	Dec. 9, 1873	Dec. 9, 1873	
" "	3rd order	Jan. 1, 1887		
Chincoteague	2nd order	Mar. 16, 1880	Mar. 16, 1880	June 18, 1887
Christiansburg	Rainfall	July 1, 1887	July 1, 1887	
Lynchburg	2nd order	May 24, 1871	May 24, 1871	
Norfolk	2nd order	Jan. 1, 1871	Jan. 1, 1871	
Wytheville	2nd order	Jan. 16, 1873	Jan. 16, 1873	July 31, 1876

Only one more annual report on the weather service was made by the chief signal officer. On July 1, 1891, the former weather stations of the Signal Corps opened as stations of the Weather Bureau under the jurisdiction of the Department of Agriculture by authority of the act of Congress approved October 1, 1890, which provided "that the civilian duties now performed by the Signal Corps of the Army shall hereafter devolve upon a bureau to be known as the Weather Bureau which on and after July first, 1891, shall be established in and attached to the Department of Agriculture ...." The Department of Agriculture had at last in 1889 been promoted to the grade of an executive department in charge of a secretary of cabinet rank.

When the transfer was made only wind velocity was being recorded at the Cape Henry station, but at the Norfolk and Lynchburg stations pressure, temperature, and wind direction and velocity were being recorded. In addition a record of rainfall was being maintained at Norfolk. Within the decade Richmond was granted a station and in 1903 the Wytheville station was restored and until March 1, 1941,was one of the five chief weather stations in the commonwealth.

At the present time the Weather Bureau in Virginia is in the charge of two associate meteorologists, one located at Norfolk and one at Richmond, and two assistant meteorologists, one at Lynchburg and one at Cape Henry. The official in Richmond, and in Lynchburg, in addition to his other work has charge of the River and Flood Division in his locality. There is no local agency of this division at Cape Henry, and Norfolk because of their respective locations. Waile the Richmond Weather Bureau Office is considered headquarters for Climatological Records and Statistics in Virginia the officials in charge of the other stations in Virginia act independently of the Richmond Office and when aid is required receive it direct from Washington.

A number of river and rainfall reporters who are not regular members of the Weather Bureau personnel operate throughout the state. Their work is of the utmost importance to the trained meteorologists of the Weather Bureau, as without their reports on amounts of precipitation and on stages of rivers accurate forecasting of floods would not be possible. These river and rainfall reporters are strategically located in various watershed areas in Virginia. They make their reports to the Weather Bureau office in charge of the watershed area. The office in charge, however, may be located in another state. These reporters receive pecuniary remuneration for their services in proportion to the amount of time they

require to make their observations and to report them. Under a continuous official cooperative arrangement, the Weather Bureau has the aid in 1941 of approximately seventy-five men and women throughout the state as volunteer weather observers. Sometimes the weather observer is a farmer, or a storekeeper, or a clergyman, or, as at Staunton, an instructor in an educational institution. These men and women receive no money for their services but are provided by the bureau with the materials which they need for recording their observations. Their names and the results of their public spirited labors are published monthly in Climatological Data, Virginia Section, which is issued by the Weather Bureau. When first issued this bulletin was published under the name of Climate and Crop Service, Virginia Section.

The Weather Bureau was transferred from the Department of Agriculture to the Department of Commerce on June 30, 1940.

THE WEATHER BUREAU

CAPE HENRY

WEATHER BUREAU OFFICE
Government Reservation

This office was established under the Weather Bureau, United States Department of Agriculture, on July 1, 1891, in accordance with the act of Congress approved October 1, 1890, which created the Weather Bureau. The office was originally set up under the Signal Service of the United States Army on January 1, 1874. It was operated by the Signal Service or the Signal Corps of the United States Army until July 1, 1891. An associate meteorologist is in charge of this station which is concerned chiefly with "vessel weather reporting." All telegrams received before January 1, 1923, have been destroyed on official authorization. No other records were known to have been lost or destroyed and none had been sent to Washington for preservation when this survey was completed on November 28, 1938.

Forecast Division

1401. DAILY JOURNAL, Dec. 12, 1873 - June 30, 1897. Unnumbered. Date, condition of weather, velocity of wind, time signals hoisted and lowered, information regarding repairs to instruments, record of storms, damage to vessels, temperature, precipitation, and various meteorological occurrences. Entered chronologically. (Seldom, official.) 9 x 14 vols. (20), 3 ft., on wooden shelf. Basement Storeroom No. 1. (62)

1402. ANEMOMETER RECORD SHEET, Jan. 1, 1874 - June 30, 1891. Form 102. Station, date, and tracing showing velocity of wind as recorded by anemometer for twenty-four hour period. See entry 1415. Arranged chronologically. (Seldom, official.) 3 x 14 vols. (17), 4 ft. 3 in., on wooden shelf. Faded. Basement Storeroom No. 2. (32)

1403. ANNUAL METEOROLOGICAL SUMMARY, INACTIVE, Jan. 1, 1874 - Dec. 31, 1928. Unnumbered form, Annual Meteorological Summary with Comparative Data. For each month of year: maximum, minimum, and mean temperature; date of highest and of lowest extreme in temperature; per cent of relative humidity at 8 A.M. and at 8 P.M.; date of greatest amount of precipitation in twenty-four hours and amount of snowfall; number of hours of sunshine during month and per cent of possible sunshine; average hourly velocity and prevailing direction of wind; velocity, direction, and date of highest wind; number of days wind thirty-three miles or over; average number of days clear, partly cloudy, cloudy with one hundredth inch or

more precipitation or with snow falling; number of thunderstorms and fogs; number of days maximum temperature not above 32°, number of days maximum 90° or above; number of days minimum temperature from 32° to zero; and number of days minimum at zero or below; also amount of precipitation for each month since 1874, and greatest amount during each month; highest velocity of wind for each month; and monthly and annual mean temperature and extremes in temperature since 1874. Comparative weather data compiled for benefit of layman; information goes to beginning of weather service when printed in leaflet form and available to all who asked for it. Arranged chronologically. (Seldom, official.) 9 x 9½ envelopes, 1 in., on wooden shelf. Basement Storeroom No. 2. (77)

1404. LETTERS RECEIVED, Sept. 1, 1874 - Dec. 28, 1928. From Weather Bureau Hdqrs., Washington, D. C., relative to supplying instruments, changes in personnel, confirmation of messages sent by telegraph, and similar matters. Under Signal Service or Signal Corps, U. S. Army, letters from chief signal officer, Washington, D. C., to sergeant in charge, Cape Henry, Va.; after July 1, 1891, under Dept. of Agr., letters written by asst. chief of Weather Bureau, asst. chief of Div. of Accounts, asst. chief of Div. of Supplies, and asst. chief of Telegraph Div., Washington, D. C. Covered in part by an index, entry 1408. Arranged chronologically. (Seldom, official.) 8 x 10½ loose sheets, 20 ft., in tin boxes. Brittle. Basement Storeroom No. 1. (27)

1405. HOURLY WIND MOVEMENT REPORT, Mar. 1, 1875 - Dec. 31, 1925. Of asst. meteorologist. Form 1022. Daily. Station, date, velocity of wind each hour during twenty-four hour period, total velocity for each day and for month, and average hourly velocity. In duplicate; original sent at end of each month to chief of Weather Bureau, Washington, D. C., copy retained. Form obsolete. Arranged chronologically. (Seldom, official.) 9 x 12 bundles (2), 2 ft., on wooden shelves. Basement Storeroom No. 1 and Basement Storeroom No. 2. (44,43)

1406. METEOROLOGICAL RECORD, INACTIVE, Mar. 6, 1875 - Dec. 31, 1882. Signal Service, U. S. Army, Form 4. Date and time of observation; barometer, thermometer, and hygrometer readings; per cent of relative humidity, direction and velocity of wind; kind and amount of upper and lower clouds, and direction from which moving; time rain or snow began and stopped, and amount of rain or melted snow in inches; maximum and minimum thermometer readings; state of weather; and remarks; also serial no. of barometer used during week, and name of station; signed by Sergeant, Signal Corps, U. S. Army. Form 4 superseded by unnumbered vol. on Jan. 1, 1883. Weather Bureau, Cape Henry, Va., at this period maintained by Signal Service or Signal Corps, U. S. Army. Information on weather conditions signaled by flags hoisted over station visible to masters of vessels. No weather maps or press reports issued; flag or whistle weather signals were used. See entries 1411 and 1425. Entered chronologically. (Seldom, official.) 9 x 15½ vols. (7), 2 ft., in bookcase. Closet, NW. of Office and Observatory. (50)

1407. ANNUAL REPORT ON BOOKS, Jan. 1, 1878 to date. Form 4066, Annual Report on Text and Other Books on Station. Station, date, catalogue no., title, and author of each book; year published or no. of edition, whether in use, and remarks on condition; signed by person in charge of

station. In duplicate; original since July 1, 1891, sent to U. S. Weather Bureau, Washington, D. C., copy retained. Filed chronologically. (Jan. 1, 1878 - June 30, 1900, never; July 1, 1900 - June 30, 1913, seldom; July 1, 1913 to date, frequently, official.) 8 x 10½ loose sheets, 1 ft. 3 in., on wooden shelves and in drawer of wooden filing case. Basement Storeroom No. 1, Basement Storeroom No. 2, and Office and Observatory. (14, 15, 16)

1408. INDEX TO LETTERS RECEIVED, Mar. 23, 1878 - Nov. 26, 1905. Date each letter or telegram received, name and address of sender, date written, and subject of letter or telegram. Covers in part entry 1404. Mar. 23, 1878 - Nov. 30, 1886, entered alphabetically by subject; Dec. 1, 1886 - Nov. 26, 1905, entered chronologically. (Seldom, official.) 9 x 14 vols. (4), 11 in., on wooden shelf. Older records ink faded. Basement Storeroom No. 1. (28, 29)

1409. ANNUAL REPORT, July 1, 1880 - June 30, 1912. Of asst. meteorologist at end of each fiscal year. Form 1029. Station, date, number of post offices furnished with weather maps, newspapers publishing Weather Bureau reports, total number of cold wave signals displayed, business interests benefited by displays, estimated value of property saved by warnings, total number of hurricane, storm, or information signals displayed, number of vessels remaining in port on account of warnings, value of each vessel and cargo, number in crew, and any necessary remarks. In duplicate; original sent to chief of Weather Bureau, Washington, D. C., copy retained. Arranged chronologically. (Seldom, official.) 9 x 12 bundles (3), 2 ft., on wooden shelves. Basement Storeroom No. 1, and Basement Storeroom No. 2. (41, 42)

1410. LETTERS SENT, LETTER PRESS COPIES, Jan. 1, 1881 - July 1, 1891. Of all longhand letters from this station when under Signal Corps, U. S. Army. Related to entry 1420. Entered chronologically. (Seldom, official.) 9 x 14 vols. (5), 1 ft., on wooden shelf. Basement Storeroom No. 1. (23)

1411. METEOROLOGICAL RECORD, INACTIVE, Jan. 1, 1883 - Dec. 31, 1904. Unnumbered vol. Station, date, and daily information on temperature: maximum, minimum, range, change, mean, normal, departure, and total excess or deficiency since first of month, and of year; amount of precipitation daily from 8 A.M. to 8 P.M., normal, departure, and total excess or deficiency since first of month, and of year; depth of snowfall unmelted from 8 A.M. to 8 P.M., and on ground at 8 P.M., average daily cloudiness; and character of day. Superseded in 1904 by Form 1014, Daily Local Record. See entries 1406 and 1425. Entered chronologically. (Seldom, official.) 9½ x 12 vols. (11), 2 ft., in bookcase. Closet, NW. of Office and Observatory. (51)

1412. LETTERS SENT, Aug. 2, 1885 - June 26, 1888. Handwritten copies. From sergeant, Signal Corps, U. S. Army, Cape Henry, Va., to chief signal officer, U. S. Army, Washington, D. C., relative to settlement of bills, forwarding sealed bids, telegraph receipts, cost of repairs to station, receipt of signals, authority to purchase, return to duty of employees who have been on leave, and forwarding medical accounts for treatment of personnel; receipt of official orders, erection of anemometer at station, and official subjects. Entered chronologically. (Seldom, offi-

cial.) 8½ x 14 vol., 4 in., on wooden shelf. Basement Storeroom No. 1. (85)

1413. ANNUAL WEATHER REPORTS, July 1, 1890 - June 30, 1900. Mimeographed form, prepared monthly by officials of station. Date of each entry, type of weather signals displayed, names of newspapers publishing Weather Bureau reports, changes in station personnel during year, list of all instruments at station not in use, dates of msc. phenomena, such as hail, sleet, frost, fog, or thunderstorms, and monthly mean barometric pressure. In duplicate; since July 1, 1891, original sent to Weather Bureau, Washington, D. C. before July 10 of each year; duplicate retained in office file of asst. meteorologist. Entered chronologically. (Seldom, official.) 10 x 12 loose-leaf books, 1 ft., on wooden shelf. Office and Observatory. (59)

1414. ANNUAL REPORT ON INSTRUMENTS FOR THE STATION, July 1, 1890 - June 30, 1912. Form 1029. Station, date of report, total no. of anemometers, barometers, barographs, gauges, registers, recorders, and thermometers on hand, and serial nos. of those in use; elevation of rain and snow gauges above ground; total number of instruments serviceable; serial nos. of surplus instruments; total amount of wire and cable, and no. of batteries on hand, and in use; and remarks. In duplicate; signed by asst. meteorologist; copy forwarded to Weather Bureau, Washington, D. C., copy retained. See entry 1429. Arranged chronologically. (Seldom, official.) 9 x 12 bundles, 10 in., on wooden shelf. Basement Storeroom No. 1. (52)

1415. ANEMOMETER RECORD SHEET, July 1, 1891 - Dec. 31, 1928. Form 1015-Met'l., Anemometer Record Sheet. Date, station, and hourly wind velocity and direction from noon one day to noon next day; superseded in 1902 by Form 1017-Met'l., Wind, Rain, and Sunshine Record. Date, station, and hourly wind velocity, wind direction, sunshine, and precipitation from noon one day to noon the next day. At the end of this twenty-four hour period, the record is transferred to Form 1014, Daily Local Record. See entry 1425. Originals of forms 1015 and 1017 mailed at end of month to Weather Bureau, Dept. of Agr., Washington, D. C., where after close of calendar year, ultimately bound and returned to office of origin. Related to entries 1402 and 1446. Entered chronologically. (Seldom, official.) 3½ x 14 and 6 x 15½ vols. (38), 9 ft. 6 in., on wooden shelves. Basement Storeroom No. 2. (33)

1416. LOG BOOK OF VESSEL REPORTING STATION, July 3, 1898 - June 30, 1900. Vessels passing Cape Henry. Date, time, vessel, nationality, rig, whether bound in or out, destination, log notes, and copies of messages sent or received relative to vessels, and initials of observer on duty. Similar to bookkeeper's journal. Related to entry 1419. Arranged chronologically. (Seldom, official.) 9 x 14 vols. (8), 1 ft., 6 in., on wooden shelf. Basement Storeroom No. 1. (20)

1417. EXPENSE BOOK, July 10, 1899 - Nov. 3, 1902. Unnumbered. Each person to whom amounts paid, date each bill presented, date payment made, nature of services or names of articles for which expenses incurred, and remarks concerning expenditures. Usually for minor repairs or supplies incidental to daily operation of Weather Bureau Office. Entered chronologically. (Seldom, official.) 8 x 10½ vol., 2 in., on wooden shelf. Basement Storeroom No. 1. (61)

1418. STATION EXPENSES, July 10, 1899 - Nov. 3, 1903. Station, each person to whom payment made, date each item of expense incurred, date bill paid, nature of services or names of articles for which expense incurred, and remarks. Entered chronologically. (Never.) 9 x 12 vol., 4 in., on wooden shelf. Basement Storeroom No. 1. (60)

1419. LOG BOOK OF VESSEL REPORTING STATION, July 1, 1900 to date. Vessels passing Cape Henry. Date, time, nationality, rig, vessel, whether bound in or out, destination, log notes, and copies of messages sent or received relative to vessels, initials of observer on duty. Related to entry 1416. Entered chronologically. (July 1, 1900 - Dec. 18, 1934, seldom; Dec. 19, 1934 - Oct. 7, 1938, frequently; Oct. 8, 1938 to date, daily, official.) Vols. (60), 5 ft. 10½ in., on 4 wooden shelves and on desk. Basement Storeroom No. 1, Basement Storeroom No. 2, Office and Observatory, and Vessel Reporting Room. (10, 11, 12, 13)

1420. LETTERS SENT, LETTER PRESS COPIES, Jan. 1, 1901 - May 31, 1912. Of all letters from this station. Related to entry 1410. Entered chronologically. (Seldom, official.) 9 x 14 vols. (5), 1 ft., on wooden shelf. Basement Storeroom No. 2. (24)

1421. DAILY LINE JOURNAL, Jan. 1, 1902 - Dec. 30, 1922. Letter-press copies of daily line reports. Station, date, condition of telegraph line, time when trouble located and when repaired, lineman making repairs, time consumed, time reported in good condition, and expense incurred; signed by asst. meteorologist. In duplicate; original sent monthly to Weather Bureau, Washington, D. C., letter-press copies retained. Related to entry 1438. Entered chronologically. (Seldom, official.) 10 x 12 vols. (15), 2 ft., on wooden shelf. Basement Storeroom No. 2. (25)

1422. STATION PAY, Jan. 1, 1902 - May 7, 1927. Station, month and year of report, monthly salary of each employee, date paid, and check no.; signed by payee. Entered chronologically. (Seldom, official.) 8 x 10½ vols. (10), 2 ft., on wooden shelf. Basement Storeroom No. 1. (58)

1423. CIRCULAR LETTERS, Jan. 1, 1903 - June 5, 1918. Of chief of Weather Bureau, Dept. of Agr., Washington, D. C., to Weather Bureau Office, Cape Henry, Va., relative to daily routine, preparation of reports, new equipment or instruments, changes in personnel, and similar subjects. Filed chronologically. (Seldom, official.) 9 x 12 vol. and 8 x 10½ covers and folders, 1 ft. 6 in., on wooden shelf and in drawer of wooden filing case. Covers and folders dirty and ink faded. Basement Storeroom No. 1, and Office and Observatory. (47, 48, 49)

1424. MONTHLY METEOROLOGICAL REPORT, Jan. 1, 1905 - Dec. 31, 1907. Unnumbered vol. Date of entry, station, condition of weather each day, whether visibility at station clear or limited, whether fog prevailed over water and if dense or light, dates station anemometers cleaned, and serial nos. of anemometers used in their places. Entered chronologically. (Seldom, official.) 9 x 14 vol., 2 in., on wooden shelf. Basement Storeroom No. 1. (54)

1425. DAILY LOCAL RECORD, Jan. 1, 1905 to date. Form 1014-Met'l. Of all phases of weather for twenty-four hour period. Station, date of

week and of month; time each observation recorded; temperature reading at the end of each hour; nature, amount, and duration of precipitation, and record of cloudiness and other weather conditions; time and character of sunrise, moonrise, sunset, and moonset; direction and velocity of wind; and maximum amounts of precipitation for 180 minutes, cumulative entries being made for specified periods; copies of barograph and thermograph charts; and additional notes; signed by observer who prepared report and by observer who verified it. Information on this report taken from forms 1017, 1068, 1076, and 1083; used for weather reports. Entered chronologically. (Jan. 1, 1905 - Dec. 31, 1937, seldom; Jan. 1, 1938 to date, frequently, official.) 10 x 12 vols. (33), 8 ft. 3 in., in bookcase and on desk. Office and Observatory. (45, 46)

1426. MAINTENANCE AND REPAIRS CORRESPONDENCE, Feb. 5, 1910 - July 3, 1922. Of asst. meteorologist with chief of Weather Bureau, Washington, D. C., and with contractors relative to upkeep and repairs to buildings and instruments of station; also requests for authority to make repairs or changes. Filed chronologically. (Seldom, official.) 8 x 10½ folders, 2 in., in drawer of wooden filing case. Dirty and ink faded. Office and Observatory. (66)

1427. GENERAL FILE, Jan. 1, 1912 to date. List of all observatory property, with name of person in charge; frost data; earliest and latest date temperature of 32 degrees or lower; wind velocities; special observations, lists of property damaged, condemned, and sold; requests for stationery and supplies lent and transferred; outstanding accounts; bills of lading; authority for station expenses; data on annual leave and on death of employees; clippings and newspaper articles; copies of Monthly Weather Review; and copies of correspondence of asst. meteorologist with directors of Chambers of Commerce who requested data on weather conditions of prior dates, with attorneys in various cities requesting pamphlets showing precipitation and weather conditions throughout year, and with other persons on numerous subjects. Filed chronologically. (Jan. 1, 1912 - Dec. 31, 1934, occasionally; Jan. 1, 1935 to date, frequently, official.) 9 x 12 folders, 8 ft., in 4 drawers of wooden filing case. Office and Observatory. (8, 9)

1428. REPORT OF ELEVATION AND POSITION OF INSTRUMENTS, Mar. 4, 1912 to date. Form 1058, prepared whenever position of any instrument is changed. Name, location, and date of establishment of a station, longitude and latitude, date of first observation in present station, description of points from which measurements made so that they may be readily found, height of barometer cistern above some fixed point at base of building in which office located, description of point, description of building in which instruments located, height of dry-bulb thermometer above roof and above ground, and height of top of rain gauge, anemometer cups, and wind vane; signed by asst. meteorologist. Fixed point established by engineer in permanent manner in outer stonework of building from which direct measurements of height of barometers can be made, or line of levels conveniently run to reference plane at any time. Reference plane is top rail at station, which measures certain height given in Barometry Report, Table 28. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 6 in., in drawer of wooden filing case. Office and Observatory. (78)

1429. ANNUAL REPORT OF INSTRUMENTS FOR THE STATION, June 1, 1913 to date. Form 4065. Station, date of report, list of instruments and apparatus at station except equipment on hand for issue to substations, total number of each type of instrument on hand; serial nos. of instruments in use, extra instruments, and exhibit instruments for specific purpose; elevation of rain and snow gauges, and remarks; number of linear feet and condition of cable in use or held for future needs at station; number of batteries in use or held for future needs; number of linear feet and condition of surplus cable on hand, and recommendations of asst. meteorologist; date office and instruments established in present location; name and address of building; signed by asst. meteorologist. See entry 1414. Filed chronologically. (Seldom, official.) 8½ x 11 loose sheets, 2 in., in drawer of wooden filing case. Office and Observatory. (53)

1430. REPORT OF EMPLOYMENT OF EMERGENCY ASSISTANCE, July 1, 1913 to date. Form 3. Place and date of report, no. of civil service dist., address to which report sent, person to be employed, and whether selected from or in absence of available eligibles on local list, designation of temporary position, rate of daily pay, date employment will begin, number of days it will continue, nature of duties, reason for vacancy, action in connection with local list if any; and date reported if previously employed; signed by meteorologist in charge. Used for unexpected vacancy. In triplicate; copy forwarded to secretary of Civil Service Board, copy to chief of Weather Bureau, Washington, D. C., and copy retained. Filed chronologically. (Seldom, official.) 8 x 10 bundles and loose sheets, 1 ft. 2 in., on wooden shelf and in drawer of wooden filing case. Office and Observatory. (18, 19)

1431. SEACOAST TELEGRAPH, Apr. 24, 1915 - May 4, 1928. Unnumbered form. All telegraph messages sent by asst. meteorologist to newspaper officials, and to owners and masters of vessels relative to weather conditions, arrival and departure of vessels, and other subjects. Time message sent, address, and charges; also telegraph messages received by asst. meteorologist. Date and no. of message, and time received. Entered chronologically. (Seldom, official.) 4 x 7 vol., 6 in., on wooden shelf. Basement Storeroom No. 2. (72)

1432. LEASES AND PERMITS CORRESPONDENCE, Jan. 1, 1916 - June 18, 1921. Of asst. meteorologist with chief of Weather Bureau, Washington, D. C., relative to leases or permits to occupy land or operate station, amount of rent to be paid, and selection of suitable sites for stations throughout dist. in event lease cannot be renewed or permit secured for further occupancy. Filed chronologically. (Seldom, official.) 8 x 10½ folders, 2 in., in drawer of wooden filing case. Dirty and ink faded. Office and Observatory. (68)

1433. PROBATIONARY REPORTS, Jan. 2, 1916 - June 9, 1918. Unnumbered forms, prepared monthly for each apprentice by asst. meteorologist and forwarded to Weather Bureau, Washington, D. C. Date, employee for whom report made, remarks concerning ability and improvement during his apprenticeship at station, and whether capable of standing watch alone. Filed chronologically. (Seldom, official.) 8 x 10½ folders, 1 in., in drawer of wooden filing case. Dirty and ink faded. Office and Observatory. (67)

1434. REPORT OF WEATHER BUREAU PROPERTY, Jan. 1, 1920 - Dec. 31, 1926. Form 2034. Station, name of asst. meteorologist, date, official at station in whose custody property listed, names of instruments and other property brought forward from last report, number received during year, and total; number expended or returned during year; number remaining on hand; condition of instruments, and certification of official in charge of station to correctness of report; also station, date of statement, official's signature, and receipt of transfer of any articles received at this station from other stations. In duplicate; original sent to Weather Bureau, Washington, D. C., copy retained. Entered chronologically. (Never.) 8 x 11 booklets, 8 in., on wooden shelf. Basement Storeroom No. 1. (83)

1435. MOVEMENT OF VESSELS, June 30, 1921 to date. Vessel, date of movement, time passed Cape Henry, whether inward or outward bound, and destination; signed by asst. meteorologist. In duplicate; original forwarded to Weather Bureau, Washington, D. C., copy retained. Arranged chronologically. (June 30, 1921 - Sept. 30, 1938, seldom; Oct. 1, 1938 to date, daily, official.) 8½ x 14 folders and loose sheets, 11 in., on wooden shelf and file board on desk. Closet, NW. of Office and Observatory, and Office and Observatory. (30, 31)

1436. CIRCUMSTANCES AND CAUSES OF ACCIDENTS, July 1, 1921 - June 30, 1924. Unnumbered form. Name of state; name, no., and address of camp, and region or dist. in which accident occurred; period covered by report; classification of employees to whom accidents occurred; number of deaths; causes of accidents; total number of man-hours worked during period; number of property damage accidents; remarks; name and title of person reporting accident; and date of report; also narrative report of accident made by person in charge of working crew, giving in full detail cause of accident, extent of injury, how person treated, and suggestions for preventive measures, signed by officer in charge. Filed chronologically. (Never.) 8 x 13 folders, 4 in., in drawer of wooden filing case. Basement Storeroom No. 1. (84)

1437. MONTHLY METEOROLOGICAL SUMMARY, Jan. 31, 1922 to date. Form 1030-Met'l. Station, date of report; maximum, minimum, mean, and normal mean temperatures for each day of month; relative humidity in percentages for morning, noon, and afternoon of each day; total precipitation of rain or unmelted snow in inches for each day; prevailing direction, highest velocity, and general direction of wind; percentage of possible sunshine and character of each day; meteorological summary for month, with dates highest and lowest pressure occurred and monthly mean, dates highest and lowest temperature occurred, precipitation, wind, and condition of weather, and dates of any miscellaneous phenomena, such as fogs or thunderstorms; also comparative summary of temperature and precipitation for corresponding months of years 1874 - 1938; signed by asst. meteorologist. In duplicate; original sent to Weather Bureau, Washington, D. C., copy retained. Filed chronologically. (Frequently, official.) 8½ x 14 loose sheets, 1 ft. 6 in., in 7 drawers of wooden filing cases. Office and Observatory. (55)

1438. DAILY LINE JOURNAL, Jan. 1, 1923 - Dec. 31, 1924. Typewritten copies. Station, date, condition of telegraph line, time trouble located,

time repaired, lineman making repairs, time consumed, time reported in good condition, and expense incurred; signed by asst. meteorologist. In duplicate; original sent monthly to asst. chief of Telegraph Div., Washington, D. C., copy retained. Related to entry 1421. Arranged chronologically. (Seldom, official.) 8 x 10½ paper package, 3 in., on wooden shelf. Basement Storeroom No. 1. (26)

1439. MONTHLY LINE REPORT, Jan. 1, 1923 - Dec. 31, 1924. Of chief operators of sections. Form 3060. Name of section, date of report, names of stations between which interruption occurred; date, time, duration, and probable cause of interruption; name of station, and date report forwarded to Weather Bureau, Washington, D. C.; signed by chief operator, Cape Henry, Va. In duplicate; sent to Weather Bureau, Washington, D. C., as soon as possible after expiration of month. Form obsolete. Arranged chronologically. (Seldom, official.) 8 x 10 bundles, 2 in., on wooden shelf. Basement Storeroom No. 1. (63)

1440. TELEGRAMS SENT, Jan. 1, 1923 to date. Form 3024-Tel. No. of telegram, time filed, whether charged to Govt. or sent collect, message, date sent, and to whom and by whom sent. Retained in files for one month, then packaged and stored for future reference. Arranged chronologically. (Jan. 1, 1923 - Sept. 30, 1938, seldom; Oct. 1, 1938 to date, frequently, official.) 5½ x 8 paper packages and loose sheets, 30 ft. 3 in., on wooden shelves, in desk drawer, and on spindle nailed against wall over operator's desk. Basement Storeroom No. 1, Basement Storeroom No. 2, Closet NW. of Office and Observatory, and Vessel Reporting Room. (36, 37, 38, 39, 40)

1441. MONTHLY LABOR AND MATERIAL REPORT, Feb. 6, 1923 - Jan. 7, 1925. Form 3059-Telegraph. Station, date of report, stations between which repair section of this office operates and distance in miles between these two points; list of trips made to repair trouble, with date and time repairman left office, time trouble found and repaired, and time repairmen returned to office; direction and distance from office trouble located; nature of trouble, probable cause, and how repaired; number of miles traveled one way; also report of expenses on account of line repairs during month, with date expenses incurred, by whom, for what purpose, and amount; general remarks; and list of materials expended and of those remaining on hand; signed by operator in charge. Form mailed monthly to Weather Bureau, Washington, D. C., by operators and repairmen in charge, not later than fifth of each succeeding month. Copy retained in local file. Form obsolete. Arranged chronologically. (Seldom, official.) 8 x 10 bundles, 3 in., on wooden shelf. Basement Storeroom No. 1. (64)

1442. VESSEL REPORT, Feb. 6, 1923 - Jan. 7, 1925. Form 1220-Marine. Station, date of report, number and types of vessels reported by telegraph for month, number of each type bound in or out during twenty-four hours, persons or concerns receiving vessel reports for first time during month; brief account of each shipwreck or other casualty occurring during month, with name, nationality, and rig of vessel in distress, kind of cargo carried, points from which and to which going, kind of aid rendered by this station, and date report sent to Weather Bureau, Washington, D. C.; signed by asst. meteorologist. Sent to Weather Bureau, Washington, D. C.,

within ten days after end of month. Form obsolete. Arranged chronologically. (Seldom, official.) 8 x 10 bundle, 3 in., on wooden shelf. Basement Storeroom No. 1. (57)

1443. MONTHLY REPORT OF SALARY ALLOCATIONS, Jan. 1, 1925 - Dec. 31, 1928; Jan. 1, 1936 to date. Unnumbered form. Station, signature of asst. meteorologist who makes up pay roll, inclusive dates of pay roll, name of each man, dept. of Weather Bureau to which assigned, and monthly salary. In duplicate; at close of each month original sent to central office, Washington, D. C., copy retained. Filed chronologically. (Jan. 1, 1925 - Dec. 31, 1928, seldom; Jan. 1, 1936 to date, frequently, official.) 8 x 10½ envelopes and folders, 3 in., on wooden shelf and in drawer of steel filing case. Older records dirty. Basement Storeroom No. 2, and Office and Observatory. (21, 22)

1444. PUBLIC VOUCHER FOR PURCHASES, AND SERVICES OTHER THAN PERSONAL, INACTIVE, Jan. 1, 1926 - Dec. 31, 1928. Form 1027. Disbursing office and voucher nos.; dept.; place and date voucher prepared; name, address, and account no. of payee; no. and date of order, date to be delivered, description of articles, discount allowable for cash, quantity, unit price, and total cost; shipping point and destination; weight of shipment; Govt. bill of lading no.; total amount of order; certification to correctness of bill; signature and title of representative of concern; signed by asst. meteorologist who certifies articles received in good condition. Superseded by Form 1034 (rev. June 8, 1937). Filed chronologically. (Seldom, official.) 8 x 10½ envelopes, 1 in., on shelf. Dirty. Basement Storeroom No. 2. (73)

1445. NOTIFICATION OF APPROVAL OF ACCOUNT, Nov. 8, 1927 - May 3, 1930. Form WB 16, prepared by chief of Weather Bureau, Washington, D. C., and sent to asst. meteorologist, Cape Henry, Va. Concern to be paid, amount due, article or service, and notification that amount approved; form forwarded to disbursing officer for payment, and entry made in station expense book. Arranged chronologically. (Seldom, official.) 3 x 5 bundle, 3 in., on wooden shelf. Closet, NW. of Office and Observatory. (65)

1446. WIND, RAIN, AND SUNSHINE RECORD, Jan. 1, 1929 - Dec. 31, 1934; Oct. 1, 1938 to date. Form 1017-Met'l., Wind, Rain, and Sunshine Record. Date, station, and hourly wind velocity, wind direction, sunshine, and precipitation from noon one day to noon the next day. At end of this twenty-four hour period recordings transferred to Form 1014, Daily Local Record. See entry 1425. Originals of Form 1017 mailed at end of month to Weather Bureau, Washington, D. C., where after close of calendar year, ultimately bound and returned to office of origin. Arranged chronologically. (Jan. 1, 1929 - Dec. 31, 1934, frequently; Oct. 1, 1938 to date, seldom, official.) 6 x 15½ vols. (6) and loose sheets, 1 ft. 7 in., on wooden shelf and in desk drawer. Office and Observatory. (34, 35)

1447. ROUGH SKETCHES OF VESSELS, July 1, 1934 to date. Sketches of vessels that passed when visibility poor and name of vessel not seen, with name added when identified. Sketches enable new observer to identify vessel passing in light fog. Vol. not dated, but according to asst. meteorologist, in use approximately past four years. Entered chronologically. (Frequently, official.) 8 x 10 vol., 1 in., on wooden shelf. Vessel Reporting Room. (71)

1448. CONTRACT FOR TELEPHONE SERVICE, Oct. 1, 1934 to date. Form 40. No. and date of contract, telephone no. of station or agency, fiscal year for which contract made; name and address of dept. or agency in which telephone to be installed, bureau or subdivision thereof; name and address of telephone company with which contract made; description of service covered by contract; amount of nonrecurring charge, such as for service connection, or installation; rate per unit per month and total rate; total charges; information for listing telephone in directory; where contract affects existing service, no. and date of existing contract which new contract affects, and existing telephone no.; terms and conditions of contract; date executed; signed with title by authorized agent of U. S. and by agent of telephone company. When order for service filled, telephone company fills in date service began, name of exchange, and telephone no., and returns all copies except one. Filed chronologically. (Frequently, official.) 8 x 10½ loose sheets, 4 in., in drawer of steel filing case. Office and Observatory. (79)

1449. APPLICATION FOR LEAVE - FIELD, Jan. 4, 1936 to date. Form AD-17A. Station, date, signature of applicant; number of days requested with inclusive dates; whether annual, sick, or without pay; address while absent, signature of officer in charge recommending leave, and signature of officer authorized to approve leave; date and time employee returned to work, signed by officer in charge; summary of applicant's previous absence this year prepared and signed by time clerk; certificate required for sick leave for three days or less, giving reason, signed by applicant; and certificate required for sick leave exceeding three days signed by attending physician. In duplicate; original sent to Weather Bureau, Washington, D. C., copy retained. Filed chronologically. (Seldom, official.) 5 x 8 folders, 1 in., in drawer of wooden filing case. Office and Observatory. (82)

1450. INVOICE AND RECEIPT, Jan. 9, 1936 to date. Form 2025A. Requisition no., date of shipment, number and description of article, group, condition, remarks, Invoice: name of person forwarding articles, signed by official in charge of Weather Bureau, and forwarded to consignee; and Receipt: name of person who received articles, and date, signed by consignee, who returns receipt to consignor. In duplicate; original sent to Weather Bureau, Washington, D. C.; copy of invoice retained by consignee and copy of receipt by consignor. Filed chronologically. (Seldom, official.) 8 x 10½ folders, 2 in., in drawer of wooden filing case. Office and Observatory. (81)

1451. COMPARATIVE BAROMETER READING, Jan. 15, 1936 to date. Form 1027-Met'l. Whether monthly or special record, station and date of report; serial numbers on station barometer and on two extra barometers; record of five readings, made not less than fifteen minutes apart, of each barometer and its attached thermometer, with each barometer reading corrected for temperature only; sum of the corrected readings, correction for scale errors and capillarity, and corrected mean for each barometer; monthly corrected means and differences for three preceding months, and on Dec. 15, differences for all months of the year; remarks; signed by meteorologist. Object of comparative readings is to ascertain accurately the amount of discordance between the barometers. In duplicate; original sent to Weather Bureau, Washington, D. C.; copy retained. Filed chron-

ologically. (Frequently, official.) 8 x 10 loose sheets, 6 in., in drawer of wooden filing case. Office and Observatory. (86)

1452. REPORT OF ABSENCE, Mar. 2, 1936 to date. Form 4043-Mis. Report on each employee absent on account of illness. Station, date of report, name of absent employee, date illness began, and probable duration of his absence; signed by asst. meteorologist. In duplicate; original sent to Weather Bureau, Washington, D. C., copy retained. Filed chronologically. (Seldom, official.) 3 x 8 folders, 2 in., in drawer of wooden filing case. Office and Observatory. (69)

1453. REPORT ON COURT ATTENDANCE, Oct. 1, 1936 to date. Unnumbered form. Station concerned in litigation; date of report; date and place of litigation; persons involved; time spent in travel and attendance; total amount received by employee for fees for attendance and for expense allowance; by whom expenses paid or promised; total actual necessary expenses incurred; amount of fees and expense funds forwarded to central office for deposit to miscellaneous receipts; character of legal action; nature of testimony; itemized statement of actual and necessary expenses; signed by employee with title; amount received by chief of Stations and Accounts, and forwarded for deposit on schedule of collections, with schedule no. and item no.; signed by chief of Stations and Accounts. Completed report approved and signed by acting chief of Weather Bureau. Employees testifying for U. S. in cases arising within their dept., or concerning violations of laws of state, or laws in which U. S. concerned, receive no fees or allowances from litigants; expenses of travel and subsistence paid from Tres. of U. S. In cases in which U. S. not involved or concerned, employee makes statement that fees and expenses paid by litigant; this statement with statement of amount received by employee, forwarded to central office by chief of Stations and Accounts, and deposited as "miscellaneous receipts." Filed chronologically. (Occasionally, official.) 8 x 10½ loose sheets, 1 in., in drawer of wooden filing case. Office and Observatory. (80)

1454. HIGHEST AND LOWEST TEMPERATURES AND DATES, Oct. 5, 1936 to date. Form 1037-Met'l. Station, date of report, and monthly record of temperatures during year giving for each month highest, absolute highest, lowest, and absolute lowest temperatures, and date of each; also nearest number of whole year's record temperature. In duplicate at end of fiscal year; original sent to Weather Bureau, Washington, D. C., copy filed at station. Filed chronologically. (Seldom, official.) 8 x 10½ folders, 1 in., in drawer of wooden filing case. Office and Observatory. (70)

1455. DAILY VESSEL REPORT, Feb. 4, 1938 to date. Unnumbered mimeographed form. Time of day each vessel passed station, nationality and name of vessel, agent of steamship line; condition of weather, names of any trawlers that pass, msc. notes; on side of form are listed telephone nos. of agents for steamship lines whose vessels pass Cape Henry regularly, and each time any telephone call made by an agent or by the station relative to a vessel, a check mark placed by the no. of the agent concerned. Temporary reports mimeographed on any scrap paper and destroyed in approximately one year; permanent reports, recorded in Log Book of Vessel Reporting Station. See entry 1419. Information of more value to agents of steamship lines than to the weather station. Arranged

chronologically. (Frequently, official.) 8 x 11 loose sheets, 3 in., in desk drawer. Vessel Reporting Room. (56)

1456. BAROGRAPH RECORD, Oct. 1, 1938 to date. Form 1068-Met'l. Daily record of atmospheric pressure recorded by barograph at two-hour intervals from midnight to midnight. Barograph, self-registering barometer which traces its readings on Form 1068 to form graph. Information on this form transferred to Form 1014, Daily Local Record. See entry 1425. Form 1068 kept in local files for one month, then sent to Weather Bureau, Washington, D. C. Copies sent to local newspapers. Arranged chronologically. (Frequently, official.) 3½ x 12½ loose sheets, 1 in., in desk drawer. Office and Observatory. (75)

1457. LIST OF SHIPS PASSING CAPES, Sept. 9, 1938 to date. Unnumbered mimeographed form. Weekly of Maritime Commission, Baltimore, Md. to Weather Bureau Station, Cape Henry, Va. Name and nationality of each vessel sailing from Baltimore, Md., and passing Cape Henry, Va., whether steam or motor-propelled, time expected to leave Baltimore, time scheduled to pass Cape Henry, Va., and approximate time expected back in Baltimore. If not arriving on scheduled time, asst. meteorologist promptly notifies Maritime Commission of delay, and notes actual time of passing, with reason for delay if known. Arranged chronologically. (Frequently, official.) 8 x 10½ loose sheets, 1 in., on file board on desk. Vessel Reporting Room. (17)

1458. OBSERVATION CHART, Oct. 1, 1938 to date. Form 1083-Met'l., daily record of weather for twenty-four hour period beginning at 7:31 A.M. and ending at 7:30 A.M. following day. Station, date of report, observations at six-hour intervals of atmospheric pressure, temperature readings from dry-bulb and wet-bulb thermometers, direction and velocity of wind, appearance of clouds, supplementary weather (fog, dusty, hailing, etc.), dew point, relative humidity, vapor pressure, maximum and minimum temperature at end of twelve hours, dew point at 7:30 A.M., maximum temperature for twenty-four hour period; time, character, and amount of precipitation, frost, and visibility; observations at 12 noon: temperature on dry-bulb and wet-bulb thermometers, dew point, relative humidity, vapor pressure, appearance of upper and lower clouds, and visibility; computation of 5000 foot pressure; and notes on precipitation; initialed by observers at end of each six-hour period. Information on Form 1083 transferred to Form 1014, Daily Local Record. See entry 1425. Form 1083 kept at local station for one month, then mailed to Weather Bureau, Washington, D. C. Arranged chronologically. (Frequently, official.) 9 x 10 loose sheets, 1 in., on desk. Office and Observatory. (74)

1459. THERMOGRAPH RECORD, Oct. 1, 1938 to date. Form 1076-Met'l., graph record of temperature at two-hour intervals from midnight to midnight. Information transferred to Form 1014, Daily Local Record. See entry 1425. Graphs in local files for one month, then sent to Weather Bureau, Washington, D. C. Copies of record sent to local daily newspapers. Arranged chronologically. (Frequently, official.) 5 x 12½ loose sheets, 1 in., in desk drawer. Office and Observatory. (76)

LYNCHBURG

WEATHER BUREAU OFFICE
Peoples Natl. Bank Bldg., 801 Main St.

The office was established under the Signal Service of the United States Army in 1871. It was operated by the Signal Service or the Signal Corps of the United States Army until July 1, 1891. On July 1, 1891, it was taken over by the Weather Bureau, United States Department of Agriculture, in accordance with the act of Congress approved October 1, 1890, which created the Weather Bureau. The office is in the charge of an assistant meteorologist. It is the river district center for the James River above Columbia, Fluvanna County, Virginia. From it are issued river warnings when necessary. An official reference or river station is maintained at Buchanan, Botetourt County, and in Rockbridge County at both Balcony Falls and Buena Vista. The records of these river stations are listed with the records of the Lynchburg office. From June 1933 until November 1, 1936, the office was temporarily closed and the records sent to the office of the Weather Bureau in Richmond. During this interlude a weather observer conducted an official second order station from his residence. When the office was reopened the records which had been sent to Richmond were returned, and the observer's recordings which had been made under the authority of the second order station were entered on the climatological record books of the Lynchburg Weather Bureau Office. No records were known to have been lost or destroyed and none had been sent to Washington for preservation when this survey was completed on December 24, 1936.

1460. METEOROLOGICAL SUMMARY RECORD BOOK, May 1871 - Dec. 31, 1890. Summary of temperature, precipitation, wind, and state of weather, as snow, hail, sleet, frost, and relative humidity. (Frequently, official.) 10½ x 12½ vols., 2 ft., on wooden shelf. Bindings broken, some sheets loose. R. 1103. (226)

1461. DAILY LOCAL METEOROLOGICAL RECORDS, May 24, 1871 to date. Temperature, pressure, humidity, snowfall, precipitation, wind direction and velocity, sunshine, visibility, and msc. phenomena, as thunder, fog, and sleet halos, tabulated by month and year. Entered chronologically. (Frequently, official.) 10½ x 12 vols., 3 ft., on wooden shelves. Bindings broken. R. 1103. (225)

1462. MAPS, Nov. 14, 1936 to date. Daily weather maps used to inform public of weather conditions and to forecast weather. Filed chronologically. (Daily, official.) 19 x 24 maps, 2 ft., on wooden table. R. 1103. (227)

Division of Climate and Crop Weather

1463. LOCAL CLIMATOLOGICAL RECORDS, May 1871 to date. Pressure, monthly temperature means, relative humidity, killing frost, monthly

precipitation means, daily minimum temperature, daily precipitation, snowfall, mean hourly temperature, mean hourly velocity of wind, hourly sunshine, prevailing hourly wind, wind direction, and records of instrumental equipment. Entered chronologically. (Daily, official.) 10½ x 12½ vols. (4), 2 ft., in drawer of wooden desk. R. 1103. (224)

River and Flood Division

1464. RECORD BOOKS OF RIVER OBSERVATION, 1892 - 1934. Precipitation for twenty-four hour periods, and daily reading of James River gauge. Entered chronologically. (Daily, official.) 11 x 13½ vols. (4), 2 ft., in wooden cabinet. Bindings broken. R. 1103. (223)

1465. CORRESPONDENCE, Nov. 1, 1936 to date. Of asst. meteorologist with Weather Bureau, Washington, D. C., relative to applications for positions with the Bureau, and bills of lading for purchase of equipment; also circular letters of instructions from Weather Bureau, Washington, D. C. Filed by subject. (Daily, official.) 9½ x 11½ folders, 2 ft., in drawer of wooden filing case. R. 1103. (221)

1466. MISCELLANEOUS FILE, Nov. 1, 1936 to date. Certificate of origin with attached invoice for material and supplies purchased, short form contracts for purchase of office equipment, and travel authorizations from Weather Bureau, Washington, D. C. Filed by subject. (Frequently, official.) 9½ x 11½ folders, 2 ft., in drawer of wooden filing case. R. 1103. (222)

NORFOLK

WEATHER BUREAU OFFICE
Federal Bldg., 600 Granby St.

This office was established under the Signal Service of the United States Army on January 1, 1871. It was operated by the Signal Service or the Signal Corps until July 1, 1891. On July 1, 1891, it was taken over by the Weather Bureau, United States Department of Agriculture, in accordance with the act of Congress approved October 1, 1890, which created the Weather Bureau. An associate meteorologist is in charge of this office. A storm warning display station is located at each of the following points: Fort Monroe and Newport News, Virginia, and Coinjack, Columbia, Edenton, Elizabeth City, Manteo, and Wilmington, North Carolina. All of these storm display stations are under the supervision of the Norfolk office. Their records are not listed in this inventory. No meteorological records of the Norfolk office were known to have been lost or destroyed and none had been sent to Washington for preservation when the survey was completed on October 18, 1937. Some records other than meteorological have been destroyed by official authorization.

1467. ABSTRACTS OF LETTERS SENT, Dec. 1, 1870 - Dec. 31, 1884. From

Signal Service station, Norfolk, Va., to chief signal officer of the Army, Washington, D. C., record date each letter sent, name of writer, and purport of letter. Arranged chronologically. (Seldom, official.) 9 x 15 vols. (10), 1 ft., on steel shelf. R. 424. (2889)

1468. ABSTRACTS OF LETTERS RECEIVED, Dec. 23, 1870 - June 30, 1887. At Signal Service stations, in or near Norfolk, Va., recording date of receipt of each letter, name of writer, date and purport of letter. These abstracts were pasted in bound vols. Entered chronologically. (Seldom, official.) 8½ x 15 vols. (12), 1 ft. 4 in., on steel shelf. R. 424. (2891)

1469. MONTHLY METEOROLOGICAL SUMMARY, Jan. 1, 1871 - Dec. 31, 1890. Time each observation was taken, atmospheric pressure corrected for temperature and instrumental error, temperature, dew point, relative humidity, wind direction, depth of precipitation in inches and hundredths, number of feet above ground rain gauge is placed, type of clouds, type of weather, time of tides, and final remarks, if any. This volume is known as means book; it presents in convenient and permanent form a comprehensive statement of meteorological facts compiled from station records. Entered chronologically. (Seldom, official.) 10 x 15 vol., 2 in., on steel shelf. R. 424. (2887)

1470. DAILY JOURNAL OF WEATHER REPORTS, Jan. 1, 1871 - Jan. 31, 1905. Record weather conditions reported daily from various stations in this district, showing wind direction and velocity, temperature, and hourly changes in weather conditions if any. Copies of Form 117, prepared at end of each month and pasted in volumes, show comparative barometer readings. Entered chronologically. (Seldom, official.) 9 x 15 vols. (14), 2 ft., on steel shelf. R. 424. (2895)

1471. ORIGINAL DAILY, MONTHLY, AND ANNUAL RECORDS OF WEATHER OBSERVATIONS, Jan. 1, 1871 to date. Copies. Form 1001, Daily, Monthly, and Annual Records of Weather Observations, weather report of Dept. of Agr., compiled from data submitted by each station in district, showing date, name of each station, thermometer readings and observed readings with corrections, weather conditions, relative humidity, vapor pressure, wind velocity and directions, kind, amount, and direction of clouds, and initials of observer. Form 1014, Local Record, shows hourly temperature reading, nature and amount of precipitation, time begun and ended, cloudiness and unusual weather conditions, such as fogginess, amount of sunshine for each tenth of hour, wind direction and movement, and maximum velocity, excessive precipitation for day, maximum and minimum temperatures, and mean and normal temperatures. Daily records are summarized monthly and monthly records are summarized yearly. Copies of records sent to Dept. of Agr., Washington, D. C. Entered chronologically (Seldom, official.) 12 x 14 vols. (59), 6 ft. 4 in., on 2 steel shelves and 1 wooden shelf. Bindings broken on 17 vols. Rs. 424 and 404. (3043, 3009)

1472. LETTERS RECEIVED, Jan. 1871 - Dec. 1908. Orders and amendments to orders issued from Signal Office at War Dept., Washington, D. C., to officer in charge, Norfolk, Va., regarding operation of Norfolk station and branch signal stations maintained by this station. Letters of

later dates are from official in charge of barometry, Washington, D. C., to official in charge of barometry, Weather Bureau Office, Norfolk, Va., containing instructions and requests for information relative to work in Norfolk, to be used in compiling data of national interest. Filed numerically. (Seldom, official.) 10 x 12 pockets, 11 ft. 6 in., in 25 drawers of steel filing cases and on 3 steel shelves. R. 424. (2886)

1473. ANEMOMETER RECORD SHEETS, Feb. 25, 1872 - Jan. 1, 1934. Form 1017, Wind, Rain, and Sunshine, daily record showing total number of miles wind traveled, and the number of hours of fair weather, and of rain and cloudy weather in twenty-four hours. Anemometer readings are taken hourly. Filed chronologically. (Seldom, official.) 6 x 16 vols. (65), 12 ft., on 4 steel shelves. R. 424. (2894)

1474. STORM SIGNALS, June 25, 1873 - Mar. 15, 1879. Records showing date, time order was issued to raise each signal, times signals were raised and lowered, time each gale began, was at its height, and subsided; whether or not signal was justified and remarks, any known benefit or injury to commercial interest resulting from display of signals, amount of damage caused by storm, and notation if storm came without warning. Entered chronologically. (Rarely, official.) 10 x 16 vols. (2), 2½ in., on steel shelf. R. 424. (2809)

1475. REPORTS OF MONTHLY MEANS, Jan. 1875 - Dec. 1881. Form 22, compiled mainly from data submitted by branch stations in this dist., records name of each station, date; daily and monthly means of barometer and thermometer readings; monthly average of velocity of wind; highest and lowest barometer reading during month; highest and lowest temperature during month, greatest daily range; total amount of rainfall or melted snow; prevailing direction of wind, total number of miles traveled, and maximum velocity; number of cloudy days other than those on which rain fell, and number of days on which rain or snow fell; observations on local weather conditions at Norfolk, including mean daily and monthly barometer, thermometer, and humidity readings, amount of rainfall or melted snow in inches, prevailing direction of wind, remarks, and signature of officer in charge. This form is now obsolete, a newer and less cumbersome form replaces it. Filed chronologically. (Rarely, official.) 10 x 10 pockets (2), 10 in., in drawer of steel filing case and on steel shelf. R. 424. (2897)

1476. DAILY RECORD OF ACTIVITIES, Mar. 1, 1879 - June 30, 1926. Memorandums of reports submitted by stations in this district, regarding forecast messages from Norfolk Weather Station and notation if message was received in time to be of value; mail or express received at each station, name of person to whom delivery charges paid, duties and pay of persons employed at local stations; also name, nationality, and time of passing of all ships sailing by Virginia capes. Entered chronologically. (Seldom, official.) 9 x 15 vols. (8), 1 ft., on steel shelf. R. 424. (2975)

1477. WAR DEPARTMENT, SIGNAL SERVICE, UNITED STATES OF AMERICA, DIVISION OF TELEGRAMS AND REPORTS, Mar. 16, 1879 - Dec. 26, 1892. Form 23, submitted by each station in this district, weekly record of cautionary signals displayed, showing time order was received to raise each sig-

nal, times signal was raised and lowered, description of gale, time it began, was at its height, and subsided, notation that signal was justified or not justified, highest wind velocity of week, and signature of sergeant of Signal Corps of U. S. Army. Entered chronologically. (Seldom, official.) 9 x 17 vols. (4), 7 in., on steel shelf. R. 424. (3008)

1478. COPIES OF DAILY LETTERS SENT, Jan. 1, 1885 - Oct. 29, 1890. From Weather Bureau Office, Norfolk, Va., to weather observer, Washington, D. C., forecasting weather conditions for twenty-four hours for Norfolk and Virginia Beach, Va., and Hatteras, Beaufort, and Nags Head, N. C. Entered chronologically. (Frequently, official.) 10½ x 14 vols. (20), 3 ft., on steel shelf. R. 424. (2890)

1479. CAUTIONARY SIGNAL RECORDS, Oct. 1, 1887 - Dec. 31, 1889. Copies of Form 112-1885, Record of War Department Signal Service, U. S. Army, showing date with day of week, wind velocity of 20 miles an hour or more, prevailing direction of wind during display of cautionary signals, direction of wind at time of highest velocity each day, and time of day wind velocity was at its height; also recorded are any known benefits to commercial or other interests resulting from display of signals, and statements of damages resulting from storms. Entered chronologically. (Rarely, official.) 8½ x 12 vol., 2 in., on steel shelf. R. 424. (2892)

1480. BAROGRAPH AND THERMOGRAPH SHEETS, Sept. 1895 - Dec. 1904. Form 1072, Thermograph Sheet. Mechanical tracings of hourly temperature; Form 1068, Barograph Sheet. Mechanical tracings of changes in air pressure; horizontal lines show pressure in inches and vertical lines the hour. (Rarely, official.) 6 x 10 paper packages (2), 1 ft., on steel shelf. R. 424. (2974)

1481. OFFICE EXPENSE ACCOUNTS OF WEATHER BUREAU, Jan. 1, 1897 - Dec. 31, 1901. Names of payees, dates bills were contracted and paid, nature of services rendered, and names of articles purchased. Items included in expenditures are salaries, repairs to office equipment, office rent, telephone service, tower erections, and incidentals. Entered chronologically. (Rarely, official.) 5 x 10 vols. (3), 3½ in., on 2 steel shelves. R. 424. (2896)

1482. MONTHLY RECORD OF STORM WARNINGS, Mar. 12, 1920 - Dec. 20, 1936. Form 1033, record of storm signals flown at Fort Monroe, Va., for U. S. Dept. of Agr., giving date of each warning, kind of storm or hurricane and its direction, date and time order to raise warning signal was received, dates and times signal was raised and lowered, whether or not storm occurred during display of signals, remarks regarding justification of warning signals and benefits derived from their display, nature of any damage caused by storm, and signature of signal displayman. Entered chronologically. (Seldom, official.) 8 x 12 vol., 1 in., on steel shelf. R. 424. (2888)

1483. PAID SUBSCRIPTIONS FOR WEATHER MAPS, Jan. 1, 1934 - Sept. 13, 1937. Record of paid subscribers for Dept. of Agr. weather maps furnished daily by Norfolk Weather Station showing name and address of company or individual subscribing and date of expiration of subscription.

Filed chronologically. (Daily, official.) 3 x 6 cards, 2 in., in drawer of steel filing case. R. 404. (2938)

1484. GENERAL CORRESPONDENCE, Jan. 1, 1934 to date. Of principal meteorologist with Washington, D. C., stations under his supervision, and individuals regarding matters of maintenance and operation, such as general administration, accounts, buildings and grounds, supplies, observations, reports, and publications. Filed by subject. (Frequently, official.) 10 x 12 folders, 6 ft., in 3 drawers of wooden filing case. R. 404. (3010)

1485. CODED MESSAGES, Jan. 1934 to date. Telegrams sent daily in code from various bureaus and stations throughout the United States, giving weather conditions in respective localities. Weather Bureau Office, Norfolk, Va., uses information supplied by telegrams in compiling daily weather report and map printed for local distribution. Arranged chronologically. (Daily, official.) 6 x 18 paper packages (38), 30 ft., on 10 steel shelves. R. 424. (2893)

1486. LIST OF VESSELS WITH NUMBERED BAROMETERS, Jan. 1934 to date. Name and nationality of ship, number of barometer and call letter of ship's radio, if vessel is so equipped. Weather Bureau Office, Norfolk, Va., checks daily accuracy of barometers on all Coast Guard and Govt.-owned vessels in this district. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in 2 drawers of steel and wooden filing case. R. 404. (2885)

RICHMOND

WEATHER BUREAU OFFICE
U. S. Weather Bureau, 33d and Broad Streets

On taking over the weather service on July 1, 1891, the Weather Bureau established an office at Richmond for recording temperature. In 1892 a special river station was established at Richmond. In 1895, by official authorization, climate and crop weather activities succeeded the special river work. The Richmond office is still chiefly concerned with climatological data. An associate meteorologist is in charge of the office to which approximately 75 cooperative observer stations report observations from all parts of the state. In 1928 an Aerological Division of this office was established at the Byrd Airport near Richmond. From May 1935 until July 1938 the making of aerological observations at the Byrd Airport was discontinued and the aerological records at the airport were sent to the Richmond office. During this interval certain aerological observations were carried on at the Richmond office until the Weather Bureau Airport Station was reopened at the Byrd Airport in 1938. The Airport Station now operates under the joint supervision of the Weather Bureau Office in Richmond and the Weather Bureau Airport Station at Arlington, Virginia.

This survey was completed on January 15, 1937. At that date the policy of the office was to preserve all records until instructed by the authorities in Washington to destroy them. Some of the meteorological records made under the supervision of the United States Army at Fort Monroe date as far back as 1836. No records had been sent to Washington for preservation up to the time the survey was completed.

Division of Climate and Crop Weather

1487. CARD INDEX OF SUBSTATIONS, Mar. 1868 to date. Name of station, county, post office, longitude, latitude, elevation, inclusive dates of record, description of exposure, character of surrounding country, and time of observation; also receipt cards from state observers, with serial nos. of instruments and equipment which have been furnished by this office. Filed alphabetically by station. (Frequently, official.) 3 x 5 cards, 7 in., in wooden drawer of card cabinet. Main floor. (404)

1488. DESCRIPTION OF COOPERATIVE OBSERVER'S STATION AND INSTRUMENTS, 1868 to date. Form 4029-Mis. Name of station, county, state, latitude, longitude, elevation of ground above sea level, kinds of equipment in use, location of rain gauge, kind and location of shelter, general description of station, date of establishment, time of observation, name of observer, address, and date. Filed alphabetically by station. (Seldom, official.) 8 x 10 loose sheets, 1 in., in wooden drawer of card cabinet. Main floor. (409)

1489. INDEX OF RECORDS OF STATIONS, 1874 to date. Name of station, post office and state, latitude and longitude, elevation, observer, date service began and ended, instrumental equipment, and remarks. On back of card is a yearly summary of records of temperature and precipitation in Virginia. Filed alphabetically. (Frequently, official.) 5 x 7 cards, 2 in., on office desk. Main floor. (410)

1490. GENERAL CORRESPONDENCE, Jan. 1, 1890 to date. With individuals and observation stations in Virginia pertaining to weather conditions, forecasts, and administrative matters. From Jan. 1, 1890 to Jan. 1, 1932 each year's correspondence was wrapped in a separate bundle; from Nov. 2, 1895 to Sep. 12, 1909, copies of mail sent were retained in water-copy volumes. Filed according to subject and observation station. (Daily, official.) 9 x 11½ folders and bundles, 14 ft., in 3 wooden drawers of filing case, paper bundles stored in closed wooden cabinet in basement hall. Main floor. (402)

1491. "COPIES OF LETTERS WRITTEN", Nov. 21, 1895 - Sept. 12, 1909. Water-copied letters from this office in answer to general correspondence received from individuals, United States Weather Bureau in Washington, D. C., and station observers in Virginia relative to weather conditions and reports. Alphabetical index. (Yearly, official.) 10½ x 12 bound vol. (12), 2 ft., on closed wooden shelf. Bindings broken. Main floor. (401)

1492. DAILY JOURNAL, Jan. 1897 - Dec. 1910. Water copies of correspondence and Virginia weather reports. Alphabetical index. (Seldom, official reference.) 10¼ x 13¼ bound vols. (8), 10 in., on closed wooden

shelf. On account of age and method of transcription these records are practically illegible. Main floor. (406)

1493. CLIMATOLOGICAL DATA, Jan. 1897 to date. Detailed description of weather conditions, and climatological summary; also an inventory of instrumental equipment. Indexed by subject. (Monthly, official.) 10½ 12 bound vol., 2 in., in a glass front sectional bookcase. Main floor. (412)

1494. ORIGINAL MONTHLY RECORD OF OBSERVATION, Oct. 5, 1897 to date. Observation of weather conditions in Richmond and vicinity. Name of station, date, temperature at end of each hour, description of weather, sunshine, wind, temperature readings, total of weather conditions, and copies of thermograph and barograph charts. Entered chronologically. (Daily, official.) 10½ x 12 bound vols. (38), 4 ft., in glass front sectional bookcase. Main floor. (407)

1495. ANEMOMETER RECORDS, Jan. 1, 1898 to date. Triple register records showing station and record for each minute of the day from noon to noon of wind direction and movement, hours of sunshine, and amount of precipitation; records are kept for one year in loose-leaf book, then sent to Washington for binding and return. Entered chronologically. (Seldom, official.) 6½ x 18 bound vols. (37), and loose-leaf book, 6 ft., 4 in., on closed wooden shelf. Main floor. (408)

1496. APPROVAL OF ACCOUNTS RECORD, Jan. 1, 1931 to date. Name of account, amount, item purchased, date, advice that account has been approved and forwarded to disbursing officer for payment, and signature of division chief; cards are mailed by the Finance Department to advise when accounts have been approved for payment. Filed chronologically. (Seldom, official.) 3 x 5 cards, 8 in., in wooden drawer of card cabinet. Main floor. (403)

1497. TELEGRAMS, 1931 to date. Telegrams from Washington and observation stations throughout the United States describing weather conditions from which forecasts are made by this station; some telegrams are in code. (Seldom, official.) 5 x 8 bundle, 10 ft., placed on top of cabinet. Basement. (405)

1498. DAILY HAND MAPS OF UNITED STATES, Jan. 1, 1935 to date. Maps with daily weather forecasts: lines and symbols indicate high and low pressure, wind direction, and rain area. Maps are destroyed after six months. (Frequently, official.) 19 x 24 paper bound books, 1 ft., in 3 shallow wooden drawers. Main floor. (411)

Forecast Division

1499. COOPERATIVE OBSERVER'S METEOROLOGICAL REPORTS /ETC/, Dec. 1, 1936 to date. Of observers cooperating with the Signal Service, U. S. Army, 1871 - 1891; of observers cooperating with the Weather Bureau, U. S. Dept. of Agriculture, 1891 to date, including reports on U. S. Dept. of Agriculture, Weather Bureau Form No. 1009-Met'l, showing date, name of station, county, and state; and for each day of month, temperature, precipitation, prevailing wind direction, character of day (sunrise to sun-

set), and miscellaneous phenomena, with monthly summary of above information, and signature and address of observer; also records of meteorological observations made by U. S. Army at Fort Monroe, 1836-1870. Filed chronologically under station. (Monthly, official.) 8 x 10 loose sheets, 5 ft., in 65 wooden drawers of filing cases. Main floor. (414)

River and Flood Division

1500. RECORD OF JAMES RIVER STAGES, Jan. 1923 to date. Form 1049 Met'l. Place of reading, month, daily and special observations, and signature of observer. Filed by station. (Seldom, official.) 3 x 5½ cards, 1 ft., in wooden card cabinet. Main floor. (415)

Aerological Division

1501. AIRWAY WEATHER REPORTS AND CORRESPONDENCE, Dec. 1928 - July 1938. Form 1130 Aer., weather conditions at Virginia airports. Station, date, time, ceiling in feet, sky conditions, visibility in miles, temperature, wind direction and velocity, and barometer reading; also correspondence relative to reports. Filed chronologically. (Monthly, official.) 9 x 11½ folders and envelopes, 5 ft., in steel filing case. Main floor. (413)

WYTHEVILLE

WEATHER BUREAU OFFICE
Post Office Bldg., Main and Church Sts.

This office was established by the Signal Service of the United States Army in 1873. The Signal Service closed the office in 1876. It was reopened by the Weather Bureau on January 1, 1903, and conducted by a junior meteorologist until March 1, 1941. On that date it was reduced to the grade of a second order station, with an observer in charge. No records of this office were known to have been lost or destroyed and none had been sent to Washington for preservation when this survey was completed on April 21, 1937.

Forecast Division

1502. WEATHER RECORDS, Jan. 19, 1873 - 1876. Daily records of rainfall, temperature, wind, etc., at 7 A.M., 2 P.M., and 9 P.M. made by the Signal Service of the United States Army. Entered chronologically. (Seldom, official.) 9 x 14 and 9 3/4 x 15 3/4 vols. (4) 5 in., in drawer of steel filing case. 2d floor. (35)

1503. GENERAL CORRESPONDENCE, Jan. 1, 1903 to date. Of junior meteorologist with Washington, D. C., relative to administration problems, financial matters, and instructions pertaining to technical problems and procedure, official complaints regarding operation of this station; with

other weather bureaus and stations regarding tracing of storms and other phases of weather forecasting procedure; also with soft drink companies, fruit growers, construction engineers, fertilizer manufacturers, power, chemical, and mineral companies, teachers, and others interested in past, present, and future weather conditions. Filed chronologically. (Frequently, official.) 9 x 11 folders, 1 ft. 9 in., in drawer of steel filing case. 2d floor. (9)

1504. DAILY AND MONTHLY REPORTS, 1903 to date. Of weather conditions, such as rainfall, temperature, and pressure. Observations recorded daily show lowest and highest temperature, and percentage of precipitation during preceeding twenty-four hours, with forecasts of precipitation for following twenty-four hours. Monthly reports are recapitulations of daily reports and preserved as permanent records. Entered chronologically. (Seldom, official.) 11 x 12 vols. 48 ft. 6 in., on wooden shelf. 2d floor. (10)